

**PERSONAL DECLARATION to Royal Mail Group**  
**(Royal Mail Group Ltd and its associated Companies)**



YOU SHOULD READ THIS DOCUMENT CAREFULLY AND THEN SIGN YOUR NAME TO THE DECLARATION BELOW.

**ROYAL MAIL GROUP'S OBLIGATIONS**

Royal Mail Group must ensure that letters, parcels and all other communications or items entrusted to it are delivered as addressed promptly and safely, and that the information in them reaches no one not entitled to it. To help Royal Mail Group provide this essential service to the community, there are important legal requirements which you must comply with. It is important for you to be aware of and understand those provisions, not only for your own sake but also in order that you should not, through any fault or omission on your part, enable or tempt others to break them.

**SAFETY OF POSTAL PACKETS**

It is a criminal offence to steal, deliberately destroy or damage a letter, parcel, mailbag or any other postal packet in course of transmission by post. It is also an offence to open or delay (contrary to your duty) a letter, parcel, mailbag, or any other postal packet in course of transmission by post. Persons suspected of criminal offences will be subject to investigation which may lead to prosecution in the criminal courts. Serious penalties, including terms of imprisonment, are provided for such offences. Other misconduct which endangers the safety of a mailbag or postal packet may lead to termination of employment or engagement or contract with Royal Mail Group.

**PREVENTING AND REPORTING CRIME**

You have a civil and contractual duty to report any suspicions that you have of criminal behaviour in others and Royal Mail is committed to recover the value of any loss caused by crime and the investigation/prosecution costs.

**CRIMINAL OFFENCES**

If you are charged with any criminal offence whilst employed or engaged by Royal Mail Group, you must immediately inform your supervisor of the details. Where a person engaged in Royal Mail business is involved in a criminal offence, the police have discretion to notify Royal Mail of convictions and may provide other relevant information.

**CONFIDENTIAL INFORMATION**

You must not whilst employed or contractually bound by Royal Mail Group or engaged in Royal Mail Group's business, nor after that employment or engagement ceases, disclose to any other person, firm or company, or publish or broadcast or use for your own benefit or for the benefit of a third party any confidential information relating in any way to the activities, operations or business methods of Royal Mail Group or its business partners, except as previously authorised in writing by or on behalf of Royal Mail Group. Any unauthorised disclosure may amount to a criminal offence.

**CODE OF BUSINESS STANDARDS (or any standards that may replace this)**

High standards of personal conduct at work are expected of everybody who works for the company. We should all show:

- Energy and reliability
- Integrity
- Punctuality and good attendance

Conduct which damages service to customers or the reputation or efficiency of the company is unacceptable, including for example, lateness, poor attendance, dishonesty, drunkenness, use of illegal substances and violent behaviour. Please remember that gambling is not permitted on duty or company premises, and that staff clubs can only exist if they comply with the company rules.

**PHOTO ID**

In signing this document you agree that you understand that it is an absolute requirement for you to display or to be able to produce Royal Mail photographic identification, or in the case of contractors other agreed photographic identification, at all times that you are on duty or within Royal Mail premises.

**DATA PROTECTION ACT**

Any person who handles information about identifiable living people whether processed electronically or manually may also commit an offence under the Data Protection Act 1998 if he/she improperly obtains, holds, uses or discloses any such information.

I HAVE READ AND FULLY UNDERSTAND THIS DOCUMENT. I UNDERSTAND THAT IT FORMS PART OF MY CONTRACTUAL DUTY TO ADHERE TO ALL OF THE STANDARDS DEFINED ABOVE. I AGREE THAT A COPY WILL BE RETAINED IN MY FILE.

If you are an agency worker or contractor, you agree that signing this form does not imply that you should be construed as an employee of Royal Mail Group and you accept and agree that you are not an employee of Royal Mail Group.

The person signing this form should sign with their ordinary signature in the presence of a Royal Mail Group appointed witness.

Full Name: (Block Capitals)	_____	Pay Number: (For RMG use only)	_____
Signature:	_____	Date:	_____
Signed in the presence of <u>Royal Mail Group</u> appointed witness			
RMG witness Print Name:	_____	RMG witness Job Title:	_____
RMG witness Signature:	_____	RMG witness Telephone No:	_____

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Registered office: 100 Victoria Embankment, LONDON, EC4Y 0HQ – RETENTION PERIOD – LIFE OF EMPLOYMENT +7 YEARS

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