



National Audit Office

The UK's independent public spending  
watchdog

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Reference FOI-1710

Date 25 April 2024

## NATIONAL AUDIT OFFICE HR EMPLOYEE MANUAL

Thank you for your request of 26 March 2024 asking us to provide a copy of our HR employee manual. Your request was considered in accordance with the terms of the Freedom of Information Act 2000 (FOIA).

Having reviewed our records, I can confirm that we hold information that falls within the scope of your request. I have enclosed a copy of our HR employee manual along with this letter for your information.

Your specific request is reproduced in **Annex A** for reference. **Annex B** sets out the steps you may wish to take if you are not satisfied with the way we have handled your request for information under FOIA.

Yours sincerely,

**NAO FOI Team**

157-197 Buckingham Palace Road, Victoria, London SW1W 9SP  
020 7798 7000 [www.nao.org.uk](http://www.nao.org.uk)



Cert No. 8835

ISO 14001

## **Annex A**

### **Request for information**

*(Your request is in italics below)*

*"Hello*

*I'd like to request National Audit Office's HR / Employee policy manual please.*

*Thanks*

## **Annex B**

### **Statement of Policy**

Our policy is to respond to requests made under the Freedom of Information Act 2000 as helpfully and promptly as possible, having regard to the principles set out in the Act. I therefore hope you are happy with the way we have handled your request. If you are not, then you should take the following steps.

In the first instance, within 40 working days, write to the National Audit Office Freedom of Information (FOI) Team at [FOI.requests@nao.org.uk](mailto:FOI.requests@nao.org.uk) or by post to:

FOI Team, Green 2, National Audit Office, 157-197 Buckingham Palace Road, London, SW1W 9SP.

The Head of FOI will arrange a review, which will be conducted by a senior member of staff who was not involved in decisions relating to your original request. Once the review has been completed, we will write informing you of the outcome. If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The primary way of escalating your concerns to the Information Commissioner is at: [www.ico.org.uk/foicomplaints](http://www.ico.org.uk/foicomplaints). Alternatively, you can contact the ICO at [Contact us | ICO](#) or Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF.