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**Policy: HUMAN RESOURCES POLICY**

**1. SUMMARY**

- 1.1. This policy defines WINNS Services Human Resources Policy to ensure it meets requirements.
- 1.2. The General Manager is responsible for implementation and management of the Human Resources Policy

Rev.	Date	Nature of Changes	Approved By
1	3 <sup>rd</sup> January 2018	Original issue.	C Stebbing

**2. POLICY: Human Resources Policy**

We are guided by our aim to deliver a competitive and fair employment environment and the opportunity to develop and advance subject to personal performance and business opportunity. To this end all WINNS have developed and implemented policies and procedures in line with legislative requirements and the following standards:

**3. Equal Employment Opportunity**

WINNS supports the principle of equal employment opportunity and is opposed to all forms of unlawful discrimination on the grounds of sex, race, nationality, ethnic or national origin, religion, marital status, sexual orientation, disability or age. WINNS will conduct their businesses in a way that seeks to ensure individuals are treated equally and fairly and that all employment, training and career development decisions are made on job-based criteria. All personnel are expected to comply with this policy and are required not to discriminate, harass or victimise others. A breach of this policy is likely to lead to disciplinary action, which could include dismissal.

**4. Recruitment and Development**

WINNS aims to appoint the best person for the job. All appointments should be based on individual performance and job-based criteria. It is the policy to encourage employees to develop and manage their own careers. It facilitates this by providing appropriate job training, and where appropriate, aiming to fill vacancies with existing staff where employees are suitably qualified and experienced.

**5. Remuneration**

WINNS aims to attract, motivate and retain high calibre staff by rewarding them with competitive salary and benefit packages which are linked both to individual and business performance as well as the external employment market.

## **6. Communication**

WINNS policy is to communicate with employees to ensure understanding of the businesses and the impact business decisions have on employees and to obtain feedback and ideas of employees to improve the operation of the business.

## **7. Redundancy**

WINNS approach to managing restructuring is characterised by detailed planning, involvement of those affected as appropriate and, where job losses are unavoidable, seeking alternative opportunities to minimise the personal impact as far as possible. The company operate a redundancy policy to ensure that we comply with the legal requirement.

## **8. Scope**

The policy statement applies to every business in the group.

## **9. Responsibilities**

The Directors are the sponsor of the Human Resources policies. The HR Advisor reports to them on specific HR issues and monitors the implementation of the policies. The HR department is responsible for the development of policies and procedures in order to ensure that the objectives of this policy are fulfilled