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Policy

1. Introduction

<<State Company Name>> recognises that, in order to attract and maintain a high performing workforce, <<State Company Name>> must ensure that recruitment and staff management processes are carried out in a transparent manner.

2. Staff Development

2.1 Through its staff development activities, the Company is committed to enable staff to develop within their role and achieve the highest possible performance.

2.2 All staff will attend an induction course as soon as possible after their start date. [Induction course will be arranged at the same time as employment is made.]

2.3 The Company's training programme covers a wide range of activities on an individual or team basis, in a formal or more informal basis. Training offered includes:

- Formal courses
- Conferences
- Workplace training, job shadowing
- On-the-job training
- Personal development

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ch as mentoring, secondments, job rotations;

3. Flexible Working

3.1 All eligible staff may request changes to their working patterns in order to balance home and work commitments. In considering such requests, the Company will seek to balance the requirements of the staff with the needs of the team and business as a whole. Flexible working arrangements include: part-time working, annualised hours, zero hours contracts, compressed hours and job sharing. For further information, see the Company's Flexible Working Policy.

3.2 Managers have a duty to consider such requests carefully and make a decision as possible in accommodating them.

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4. Performance Reviews

- 4.1 The Company is conducting performance reviews on a <<State Period e.g. Annual>> basis.
- 4.2 The performance review is a two-way process, where the manager and the employee discuss the employee's achievements, strengths, and areas for improvement. The employee and manager will also set personal goals for the next period.
- 4.3 Managers will give employees regular feedback on their work.

5. Remuneration and Benefits

- 5.1 The Company is committed to ensuring that its salaries and benefits remain competitive. Salaries are reviewed annually (<State Period e.g. Annual>) and compared against industry standards and other relevant factors.
- 5.2 In respect of remuneration, the Company is committed to ensuring that employees are not discriminated against on account of gender, marital status, race, religion or belief, sexual orientation, age, pregnancy, maternity, or becoming a parent or on a fixed-term contract.

6. Communication

- 6.1 The Company recognizes the importance of communication between the employer and the employee. The employee's engagement and commitment are directly influenced by the communication strategy. The Company's communication strategy is to encourage upward communication from employees as well as downward communication from management. The Company is committed to ensuring that all employees in the organization have access to relevant information. The Company is based on that feedback. To ensure the importance of good channels of communication, employees are kept informed of company events by means of newsletters, Intranet, Staff Notice Board>>.
- 6.2 Employees will have the opportunity to raise concerns and make suggestions by attending regular Staff Meetings, Staff Committee>>.
- 6.3 [In order for the Company to take appropriate action on the feedback, a staff survey is conducted on an annual basis. The results of the staff survey will be discussed and considered by the Staff Committee.]

7. Exit Interviews

- 7.1 The Company recognizes the importance of gathering information about employees' reasons for leaving the organization. The data about its employment practices, management, and the work environment perceived by employees as being unsatisfactory will be used to improve the organization.

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7.2 It is the Company's policy to require all employees who decide to resign to complete an exit interview. Any employee who does not complete an exit interview will be required to complete an exit interview with the HR Manager.

employees who decide to resign to complete an exit interview. Any employee who does not complete an exit interview will be required to complete an exit interview with the HR Manager. [The HR Manager will be responsible for taking any necessary action to address any issues.]

8. Policy Review

This Staff Retention Policy will be reviewed by the HR Manager and the HR Manager will be responsible for taking any necessary action to address any issues.

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