

# HUMAN RESOURCES POLICY



TRAC International Ltd and subsidiary companies (TRAC) recognise that in order to provide a thorough and quality service and products to our customers, we need to attract and maintain high standards of personnel at all levels. As such, we are committed to ensuring that TRAC provide a desirable place to work, where personnel feel valued and supported in their roles. In order to achieve this, we have developed various HR processes, as briefly outlined below. TRAC's staff handbooks provide further guidance on all the topics listed below and additional policies. This shall be issued to all personnel during their initial induction.

Personnel are encouraged and supported to progress and develop both professionally and personally through the provision and support of appropriate training and development opportunities, identified and discussed on an individual basis. All personnel shall complete an appraisal at least annually.

We endeavour to ensure the good health, safety and wellbeing of all staff. Staff members who are ill will be treated sympathetically and will be supported to assist recovery, as far as reasonable and appropriate. We will be supportive when longer term health conditions exist, whether physical or mental health related, as far as reasonably practical.

We are committed to supporting any personnel who are pregnant, have just had a baby, have adopted a child or have a partner who has just had a baby or adopted a child, in accordance with all current legislation. We are committed to providing a workplace which endeavours to ensure the health and safety of new and expectant mothers. We are also committed to supporting parents, guardians and/or carers who have a child under the age of 18 years, in accordance with current legislation.

We recognise that people who are happy and healthy at work are most effective. To this end we aim to provide a positive working environment and operate in accordance with policies that minimise work-related stress. Where possible, and appropriate to the role, we will consider requests for flexible working.

Discriminatory behaviour is not tolerated. We will deal with all forms of discrimination as it is recognised that such behaviour is unacceptable, may be harmful, and, in some cases, against the law. We value diversity and aim to ensure equal opportunities for all, irrespective of age, disability, ethnic or national origin, marital status, nationality, race, religion or belief, gender, sexual orientation which are irrelevant to the performance of the job, or other considerations not justified in law. Furthermore, we are committed to providing a safe working environment where bullying and harassment are not tolerated.

Fair and reasonable disciplinary and grievance processes are in place, in accordance with current legislation. Each case will be considered on its own merits. Issues arising in relation to any of the areas noted above will be handled in accordance with our disciplinary and grievance processes.

## **ASSOCIATED POLICIES:**

Staff should review the Company Policy (TRACPOL C01), Drug & Alcohol Policy (TRACPOL C04), Bribery & Corruption Policy (TRACPOL C08), Internet Use and Social Media Policy (TRACPOL C09) and Employee Health Policy (TRACPOL C10).

**For and on behalf of TRAC International and subsidiary companies:**

**Managing Director: K Stephen**

**Signature:**

**Date: 31<sup>st</sup> January 2018**