

Labour & HR Policy

1. Purpose

This Labour and HR Policy outline the organisation's commitment to fair, safe, ethical, and inclusive employment practices. It ensures compliance with all applicable employment laws and promotes a positive working environment where all employees are treated with dignity and respect.

2. Scope

This policy applies to:

- All employees (full-time, part-time, temporary, and fixed-term)
- Contractors and agency workers
- Job applicants
- Anyone working on behalf of the organisation

3. Legal Compliance

The organisation will comply with all relevant labour and employment legislation, including laws relating to:

- Working hours and rest breaks
- Minimum wage and fair compensation
- Equality, diversity, and anti-discrimination
- Health and safety
- Employee rights and protections

4. Recruitment and Selection

- Recruitment will be fair, transparent, and based on merit.
- No applicant will be discriminated against based on protected characteristics.
- Job descriptions and advertisements will accurately reflect role requirements.
- Background checks will be conducted only where lawful.

5. Employment Terms and Working Conditions

- Employees will receive clear contracts.
- Working hours will be lawful and reasonable.
- Overtime will be voluntary and compensated.
- Employees will have access to safe and healthy working conditions.

6. Pay and Benefits

- Employees will be paid fairly.
- Salaries will be benchmarked for equity.
- Statutory benefits such as holiday, sick pay, and parental leave will be provided.

7. Equality, Diversity, and Inclusion

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- The organisation is committed to an inclusive workplace.
- Equal opportunities will be provided to all employees.
- Reasonable adjustments will be made for employees with disabilities.

8. Health, Safety, and Wellbeing

- A safe working environment will be maintained.
- Employees must follow safety rules and report hazards.
- Wellbeing initiatives will be available.

9. Training and Development

- Employees will receive training necessary for their roles.
- Professional development will be supported.

10. Code of Conduct

Employees are expected to:

- Behave professionally
- Maintain confidentiality
- Avoid conflicts of interest
- Uphold organisational values

11. Grievance and Disciplinary Procedures

- Employees may raise concerns without retribution
- Grievances will be addressed fairly.
- Disciplinary processes will follow legal standards.

12. Anti-Harassment and Bullying

- Harassment and bullying will not be tolerated.
- Allegations will be investigated confidentially.

13. Anti-Bribery and Ethical Labour Practices

- Bribery, corruption, and exploitation are prohibited.
- Forced labour, child labour, and trafficking are forbidden.
- Suppliers must uphold ethical labour standards.

14. Data Protection and Privacy

- Employee data will be handled lawfully and securely.
- Employees will be informed of their data rights.

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15. Policy Review

This policy will be reviewed annually or sooner if needed.

Name: Andrew Norris

Position: Managing Director

Signed :



Date: 03.09.2026

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