

Employment Policy

H & V Building Services Limited believes that good employment practice will contribute positively to the effectiveness and influence of the Company. It will also improve business opportunities, employment diversity and personal development, and is vital in raising the quality of both our Company and the Industry in which we operate.

The benefits of adopting good employment practice are numerous. Business benefits can include reduction in turnover of employees and therefore costs associated with recruitment and training; increased staff morale, loyalty and productivity; and a diverse workforce that brings a wider knowledge base and experience and skills to offer to clients.

This policy is intended to underpin a consistent, fair and effective use of human resources through the active promotion of equal of opportunity in the Company's employment practices. Discriminatory behaviour, harassment or bullying play no part in our culture and will not be tolerated.

Fairness includes the concepts of:

- All employees being treated in an equal way
- There is consideration for the employees personal situation
- The employee is allowed to have their side of the story heard
- There is a transparent procedure in place so all parties know the 'rules'

Subsequently, all Human Resource policies set out a procedure that all parties should adhere to. By having procedures, managers demonstrate that they have been fair and consistent with all employees.

H & V Building Limited aims to offer a welcoming and healthy work environment in which all employees are treated with respect and dignity. We are all responsible for ensuring that our environment is free from unacceptable behaviour; that our actions and words demonstrate courtesy and respect and promote the Company's commitment to inclusivity and equality in all its forms.

Employees are expected to conduct themselves while at work and when representing the Company at any time, to act with the following:

- Honesty and Integrity.
- A genuine customer focus.
- Punctuality and care of duty.
- Promote dignity at work through positive actions with both staff and management.

Our employment contracts and policies will be reviewed periodically to monitor its effectiveness and to ensure that it remains relevant and appropriate to the organisation.

This statement is to be read in conjunction with the terms, conditions, policies and procedures that together form the contracts of employments and staff handbooks for H & V Building Services Limited.

Signed 
On behalf of H & V Building Services Limited

Date 3rd March 2017