

# Our Policy On Employment



Splitz Support Service is committed to implementing good employment practices in accordance with current practices and regulations, to enable the charity to achieve its objectives and strategic plans by ensuring the most effective use of its staff and volunteers, and enabling and encouraging people to maximise their personal benefit from working with us.

This policy reflects the culture and ethos of the charity which values participation by all staff and volunteers in decision making within the relevant areas of their responsibility and recognises all staff and volunteers as stakeholders in the success of the charity. It recognises that human resources are the most valuable asset of the charity.

The Senior Management Team has a particular responsibility for implementing this policy. All staff and volunteers have a personal responsibility to implement this policy as far as they are able to do so.

## Principles

1. To recruit and retain the highest possible quality of staff and volunteers.
2. To adopt and implement the safeguarding Safer Recruitment Procedure.
3. To advertise vacancies to attract the widest appropriate range of applicants, and conduct recruitment and selection procedures that are designed exclusively to select the person most suitable to undertake the duties of the post without regard to irrelevant criteria.
4. To adopt HR policies to retain staff and volunteers by giving opportunities for personal and professional development, improving the quality of working life, providing welfare services and adopting equitable and competitive pay structures.
5. To reward all staff equitably.
6. To treat all groups of staff and volunteers alike as far as practicable in the determination and application of HR policies and practices.
7. To act and to be seen to act as a good employer and to foster and maintain good relations with our employees, volunteers and trustees.
8. To communicate openly with staff with the maximum amount of information and to minimise that which is kept confidential.
9. To involve staff and volunteers in decision taking as far as is consistent with effective processes.
10. To ensure managers have the skills to undertake their managerial role.
11. Take measures to discourage all forms of discriminatory behaviour, by taking measures to encourage best practice in all activities, monitoring procedures for recruitment and promotion etc., incorporating equal opportunities considerations into training courses, and by publicly disavowing all undesirable discriminatory behaviour.
12. To maximise the employment potential of individual members of staff by training and development.
13. To maximise the self-fulfilment of staff while at work.

A handwritten signature in black ink, appearing to read 'Ann Cornelius', is written over a rectangular area filled with diagonal hatching lines.

Ann Cornelius  
Chair  
March 2019