

STAFF RETENTION POLICY

Inspectahire Instrument Company Ltd recognises the contribution employees make to its success. It also recognises that to maintain a committed and competent workforce, it needs to ensure that there are adequate employment processes (recruitment, selection and placement) within the business to ensure valued employees with needed skills and experience are retained and developed within the business.

The purpose of Inspectahire Instrument Company staff retention policy is to allow senior and line managers to effectively retain staff by providing information on staff retention and to consider possible staff retention techniques, where necessary. The aim is to prevent the loss of competent staff from the Department, which could have an adverse effect on service delivery.

To achieve these aims, Inspectahire Instrument Company undertakes to:

- Provide flexible work arrangements that will suit the employee and their lifestyles.
- Continually provide employees an opportunity to develop by trusting them with high profile responsibilities.
- Value and reward employees who are performing well.
- Conduct performance appraisal which must take place formally on an annual basis. Performance appraisal is a two-way process as it includes employee (appraisee) and the manager (appraiser)
- Practices are adopted to promote staff development which include, formal and informal training, career development, study aid, role rotation and coaching and mentoring.

The effectiveness of this policy and its techniques are to be evaluated and monitored by analysing the internal staff turnover trends and reviewing against industry norms.

Inspectahire Instrument Company invests heavily in the recruitment, training and development of its employees and, as such, every *effort* is made to retain those employees who have scarce / critical skills and / or experience. The application of this policy will contribute to a further competent, motivated workforce and improved service delivery. Staff Retention within Inspectahire Instrument Company is overseen by the Directors and the Human Resources function. The policy will be reviewed as part of our document and policy review processes.

Authorised by:

Cailean Forrester

Name: Cailean Forrester

Title: Managing Director

Date: 17th September 2019 (Review period is within 24 months)

Signature: *Cailean Forrester*
Cailean Forrester (Sep 16, 2019)

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Staff Retention Policy 2019 - 2021

Final Audit Report

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