

## 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, the 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 recognise employees who are performing well.
- Conduct performance appraisals which must take place formally on an annual basis with all employees. Performance appraisals are a two-way process as it includes an employee (appraisee) and their manager (appraiser).


Practices are adopted to promote staff development which include, formal and informal training conducted internally or via an external provider, career development, study aid, role rotation, coaching and mentoring.

Inspectahire Instrument Company Ltd invests heavily in the recruitment, training, and the development of its employees, as such every effort is made to retain those employees who have critical skills and / or experience.

The application of this policy will contribute to a competent, motivated workforce and improved service delivery. Staff Retention within Inspectahire Instrument Company Ltd. is overseen by the Managing Director, Operations Director and implemented by personnel involved with Human Resource functions.

The effectiveness of this policy and its techniques are to be evaluated and monitored by analysing the internal staff turnover trends, internal feedback and reviewing against industry norms. The policy will be reviewed as part of our document and policy review processes.

Authorised by:



Cailean Forrester (Aug 25, 2025 18:13:21 GMT+1)

Name: Cailean Forrester

Title: Managing Director

Date: 25/08/2025 (Review period is within 13 months)






# Staff Retention Policy 2025 - 2026

Final Audit Report

2025-08-25

Created:	2025-08-25
By:	Lillian Paterson (lillianpaterson@inspectahire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUy7EIVcsBennEPJoXWrUCoroJ_qsquqx

## "Staff Retention Policy 2025 - 2026" History

-  Document created by Lillian Paterson (lillianpaterson@inspectahire.com)  
2025-08-25 - 10:27:21 AM GMT- IP address: 209.198.129.170
-  Document emailed to Cailean Forrester (caileanforrester@inspectahire.com) for signature  
2025-08-25 - 10:27:25 AM GMT
-  Email viewed by Cailean Forrester (caileanforrester@inspectahire.com)  
2025-08-25 - 5:12:49 PM GMT- IP address: 52.102.17.85
-  Document e-signed by Cailean Forrester (caileanforrester@inspectahire.com)  
Signature Date: 2025-08-25 - 5:13:21 PM GMT - Time Source: server- IP address: 86.170.199.251
-  Agreement completed.  
2025-08-25 - 5:13:21 PM GMT