

STAFF RETENTION POLICY

Inspectahire Instrument Company Ltd recognises the important contribution employees make to the success of the business and is committed to attracting, developing and retaining a competent and motivated workforce.

The purpose of this policy is to support managers in retaining valued employees by promoting appropriate development, recognition and employment practices. The aim is to retain the skills, knowledge and experience needed to support effective service delivery.

To achieve these aims, the company undertakes to:

- Consider flexible working arrangements where appropriate, taking account of both employee and business needs.
- Provide opportunities for employees to develop their skills, knowledge and responsibilities.
- Recognise and value employee contribution and good performance.
- Support regular performance and development discussions between employees and their managers.

Staff development may include formal and informal training, internal or external training, career development opportunities, role rotation, coaching, mentoring and support for relevant further learning.

Inspectahire Instrument Company Ltd recognises the investment made in recruiting, training and developing its employees and will make reasonable efforts to retain employees with valuable skills, knowledge and experience.

The application of this policy supports a competent and motivated workforce and effective service delivery. Overall responsibility for staff retention rests with the Managing Director and Operations Director, supported by managers as appropriate.

The effectiveness of this policy will be considered as part of ongoing management review and employee feedback. The policy will be reviewed as part of the Company's routine document and policy review process.

Authorised by:


Cailean Forrester (Sep 7, 2026 10:47:43 GMT+1)

Name: Cailean Forrester

Title: Managing Director

Date: 07/09/2026 (Review period is within 13 months)

Staff Retention Policy 2026- 2027 - POL 23 Rev 02

Final Audit Report

2026-09-07

Created:	2026-09-07
By:	Lillian Paterson (lillianpaterson@inspectahire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAYccUPtCH8B2ns2AoihV4RnJ4Xj573Z7W

"Staff Retention Policy 2026- 2027 - POL 23 Rev 02" History

-  Document created by Lillian Paterson (lillianpaterson@inspectahire.com)
2026-09-07 - 9:30:43 AM GMT
-  Document emailed to Cailean Forrester (caileanforrester@inspectahire.com) for signature
2026-09-07 - 9:30:48 AM GMT
-  Email viewed by Cailean Forrester (caileanforrester@inspectahire.com)
2026-09-07 - 9:47:25 AM GMT
-  Document e-signed by Cailean Forrester (caileanforrester@inspectahire.com)
Signature Date: 2026-09-07 - 9:47:43 AM GMT - Time Source: server - Signature Appearance Selected: DRAW
-  Agreement completed.
2026-09-07 - 9:47:43 AM GMT