



## E&B Group Ltd Human Resource Policy Statement

The Group will at all times endeavour to ensure that employees achieve and maintain a high standard of performance in their work. To this end it will ensure that standards are established, performance is monitored and employees are given appropriate training and support to meet these standards. When it is apparent that an employee is not capable of achieving the required level of performance, the Group will deal with the situation in a reasonable and competent manner.

All employees therefore must:

- know the standard of work performance expected of them and seek clarification if unsure.
- expect to be informed of progress at all stages of the formal procedure and be advised that they may be represented by a colleague or other representative.
- undertake any additional training recommended by their supervisor or Line Manager.

In addition, all managers and supervisors must:

- investigate all the facts;
- advise or warn the employee of the problem as soon as their performance falls below expected standards.
- give the employee a period during which they have a chance to improve performance;
- inform the employee of progress at all stages of the formal procedure and advise them that they may be represented by a colleague or other representative.
- take any relevant action to assist and support the employee during the above period, including demonstrations, assistance from other employees or formal training;
- maintain a complete written record of all discussions and actions throughout the process. This record is confidential and should be restricted to those who need to know, i.e. the employee, those involved in the process and Human Resources staff.

This policy statement will be reviewed on an annual basis to ensure continued relevance and to assess that its aims and objectives are being met.

Signed : *Peter A. Gaskill*  
PETER A. GASKILL  
**DIRECTOR**

Date: 31<sup>st</sup> October 2017.