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## **EMPLOYING PEOPLE: OUR COMPANY'S POLICY**

This Company's success depends to a significant extent upon the contribution of its employees. The Directors therefore recognises that fair and effective employment policies are essential to the achievement of that success.

The Company also recognises that the success of these policies requires that there should be an awareness and acceptance of them at every level of the organisation. The successful development, implementation and operation of employment policies require the involvement of all employees.

The Directors has identified the following policy areas, based on the foregoing principles, which it considers are essential to the future success of the Company:

- **Human Resource** – to determine the future mix of skills and size of workforce required and plan to meet the Company's needs.
- **Recruitment & Selection** – to ensure an adequate supply of suitable labour to meet the organisation's staffing requirements.
- **Health & Safety** – to maintain safe and healthy working conditions for all employees
- **Pay & Conditions of Employment** – to offer the best pay and other conditions of employment that will attract, motivate and retain sufficient suitable employees that the Company can afford
- **Grievance & Disciplinary Arrangements** – to establish fair and effective procedures for the speedy resolution of grievance and disciplinary matters
- **Collective Bargaining** – to establish effective procedures and negotiate in good faith with the representatives of employees
- **Equal Opportunity** – to do everything possible to ensure that all employees and potential employees have equal opportunity irrespective of sex, race, religion or disability
- **Security of Employment** – to provide security and continuity of employment consistent with the need to ensure the continued viability of the organisation
- **Training** – to set appropriate standards of performance for the Company and to provide training which ensures that these standards are met
- **Work Organisation** – to establish working methods which provide for economic, efficient and satisfying working lives.

The Company believes that sound policies in these areas will be to the benefit of the overall efficiency of the organisation and in the best interests of its employees.