

# HR POLICY

## Purpose

HR policies ensure that everyone in the TROX organisation is treated fairly and consistently and that their contributions to the success of the Company are appropriately recognised and rewarded. All employees shall be fully aware of what the Company expects of them and what they, in return, should expect from the Company. HR Policies summarise the Company's responsibility to individuals and their responsibility to the Company.

## The Policies

Detailed HR policies and procedures are contained in the company Staff Handbook and on the company intranet. The company takes responsibility for making their HR policies/procedures readily accessible to all their employees and for facilitating understanding, through training where appropriate. Consideration of their contents is encouraged by all employees.

## *KEY ELEMENTS OF POLICIES*

### Recruitment and Selection

It is the Company's policy to recruit on merit, regardless of sex, trade union membership, sexual orientation, race, disability, age or religion. Wherever possible, existing employees will have an opportunity to apply for vacancy/promotion opportunities. Each company department is responsible for developing recruitment and selection procedures/techniques which support this policy, and for training recruiters. All newly appointed employees are integrated into their new role through a supervised induction programme and therefore are given appropriate support and guidance until they are fully competent to do the job.

### Development and Training

The Company recognises that its people are the key to our future success. Through performance management processes the Company aims to ensure that all employees know what is expected of them and possess the necessary skills, knowledge, values and experience to achieve the highest level of performance of which they are capable. Wherever possible, the Company undertakes to provide development opportunities, such as study for qualifications, secondments, project work and undertaking other challenging roles.

### Reward and Motivation

It is the Company's policy to reward with fair and competitive salary and benefit packages and an opportunity to share in the success of the business. All elements of reward are designed to support the achievement of desired behaviour, values and standards as well as high performance and continuous improvement/development. The Company also recognises that pay/benefits are only one element of reward, and that personal development, recognition and celebration of achievement are also equally significant.

### Equality, Diversity and Dignity at Work

The Company's employment policies are based on the principles of equality and diversity, this being in the belief that the elimination of unfair discrimination in the workplace contributes to productivity and performance as it allows people's talents to be most effectively utilised. The managing director is responsible for ensuring that these principles are followed and for establishing appropriate action plans for the business.

The Company is committed to the dignity at work and fair treatment of all colleagues. The managing director is responsible for ensuring that procedures are in place for resolving any grievance or harassment issue which colleagues may have in connection with their employment.

### Conduct and Capability

It is the Company's policy to ensure that there is a strong management framework and key principles to support people at work. The purpose of the policy is to allow managers to deal effectively with colleagues when their conduct, performance or attendance falls below acceptable standards. The managing director is responsible for ensuring that guidance and rules under which people can operate effectively, and through which the Company can ensure compliance with the relevant employment law, is in place.

### Job Security and Pensions

The Company is strongly committed to the long-term sustainability of its business and also the long-term security of its employees. Where individuals are affected by changes to their role or their personal/health circumstances, all reasonable steps are taken to enable them to stay with the organisation. This may be through discussing possible solutions to enable them to continue in their role, adjusting working hours/patterns, or helping find a new role within the company or outside.

The Company provides a number of pension options for its employees.

### Well-being and Safety

The Company values its reputation as an "Employer of Choice" for all sectors of the working community. It also recognises that as a responsible employer, there is a need to have in place policies which support a reasonable work-life balance. The Health and Safety Policy sets out the Company's approach to managing Occupational Health and Safety of all its employees.

### Communications, Information and Consultation

The Company aims to have an open and honest culture, and to ensure that all employees are regularly updated with what is happening in all areas of the group, and that consultation takes place as appropriate. Two way and face-to-face communication is essential, giving everyone the opportunity to ask questions and have a voice in decision making. The Company encourages a 'no-blame' culture, so that all can have their say without fear of reprisal or discrimination. Channels of communication (direct and indirect) and feedback, exist and the company ensures that communication is timely and inclusive.

Contact TROX UK HR team - [hr@troxuk.co.uk](mailto:hr@troxuk.co.uk)