

Recruitment, Training and Development policy

Training, Recruitment and Development

Recruitment

When we need to recruit, we will determine the most appropriate way to do so on a role-by-role basis. Where we decide to advertise vacancies, this may be done either internally, externally or both. The recruitment method will be detailed in the advert and if you wish to apply for an internal vacancy you should inform your line manager before applying.

All applications will be screened against the requirements of the role and the interviewing processes will be conducted fairly, objectively and without unlawful bias. Person and Job Specifications will be limited to those requirements necessary for the effective performance of the position concerned.

Where an internal applicant is offered a role the normal notice period will apply.

Remuneration

All salary and remuneration packages will be governed by and an individual's ability to do their job.

Promotion

Promotion may arise from the recognition that an employee has reached a point of being able to take on additional responsibilities. The assessment of an individual's potential for promotion involves consideration of many aspects of both current performance and future capabilities. Length of service on its own does not lead to promotion; the only consideration is the person's ability to fulfil the role in question.

Disability

We will never use discriminatory practices during our selection process and welcome applications from disabled candidates. If an applicant, either external or a current employee,

needs any specific help to enable them to apply for a role they should make this clear as part of their application.

Training and development

We know that our most valuable resource is our employees. Our continued success depends upon having highly motivated people with proper skills in the right job, at the right time. We recognise the need to, where possible, offer all employees a clear path of progression within the business. Therefore, job descriptions and personal objectives will be reviewed on a regular basis.

Training

When you start with us you will be given full induction into your role and the business. Once your induction training has been finished and you have settled into your new role, you will be given opportunities to learn and develop existing and new skills, providing you agree to our training agreement to protect the company's investments. **See Appendix Trainer Costs agreement**

It is recognised that some training needs cannot be addressed in a timely or effective way internally. In these cases, training delivered by external providers may be the only choice. Advice on the most suitable training solution to address any identified need and recommended training will be sought by your line manager.

Study Assistance Policy

Reconstruct may support employees who wish to take professional or technical qualifications relevant to their role within the Company. There will be limited numbers of sponsorship available, and the Company must approve all applications.

Where the Company has approved the sponsorship, we will pay 100% of the following:

- Fees for student membership to institutions where membership is a requirement of the job.
- Fees for courses of study.
- Registration for exams.
- Exam fees.
- Time off for exam and one day before the exam, any more time should be taken from holiday entitlement.

This is to be regarded as a loan which would be written off over a period of time to be agreed.

Any study assistance will be confirmed in writing and courses will not be paid for until the repayment terms have been agreed.

Appraisals / One to ones's

We believe in harnessing and developing the skills of our employees for today and for future business growth.

As part of our commitment to you, you will receive regular one to one's. These are based on a reflective supervision model, and structured to review your performance regularly and for you and your Manager to agree on your personal development plan and objectives.

You will be given any necessary documentation to complete prior to the meeting so that the meeting is of maximum benefit to both parties.

VERSION CONTROL

			Document Owner	Reconstruct Ltd
			Status	Active
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Version	Revision Date	Section Revised	Person undertaking Revision	Reason for Revision
V-2 2023	11/10/23	All	AD	Review of policy, rebranding, and implemented version control mechanism opposed to having just date for next review