



TUPE and Engagement of Staff Policy

(last reviewed Jan 2010)

Objective: to engage both transferring and new employees in a fair manner

General

In line with our equal opportunities statement, we will employ, establish and maintain a workforce at all levels that clearly reflects the make up of the local community recognising the contributions they can make to help ensure the success of the company and the provision of services to our clients and customers.

These personnel will come to Host through either a transferring route (TUPE) when we take over contracts from in-house or other contractors, or they will approach the company through the various mediums we use in terms of local, national and industry advertising, the Host job centre on our web page, recruitment agencies or word of mouth.

This policy must be read in conjunction with our Recruitment Selection Policy.

Engagement responsibilities

Whether transferring through TUPE or coming from external sources, each person must be treated in line with the correct procedures in relation to their route to the company. With TUPE the regulations must be adhered to in terms of consultation, induction and general understanding of the company they are joining and what to expect, how to communicate and where to find additional information.

It is always felt better if we are able to meet with the transferring employees ahead of the transfer so that we can present our objectives at their place of work (the new Host contract), and allay any fears they may have of the incoming company, although this is not always possible.

We provide all new employees, whether they are transferring or newly employed, with an employee's Information booklet which delivers all kinds of information about the company and allows them to gain access to the right support groups and mediums by which they can learn more about the company and our operating procedures. This is backed up by either an off-job or on-job induction whereupon all employees are introduced to our STEPS programme which provides them with their own development pathway via core skills, a library of 'quick step' e-training modules and an annual appraisal where they can identify what they want to do to develop themselves as each year goes by.

The same applies to new personnel from external sources, but with the deletion of the TUPE regulations.

Our people are our biggest asset and in particular the operations personnel are our Business Champions because they face our paying customers every day. We should always help new people when they join, to make them feel part of our happy community!

