

## INS Policy: THE HUMAN RESOURCES POLICY

### Document Control

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<b>Title:</b>	THE HUMAN RESOURCES POLICY
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<b>Approved By:</b>	Ann-Marie Bull (Head of HR) & Prospect
<b>Approved &amp; Endorsed by:</b>	INS Executive – Finance & People Director
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<b>Purpose</b>	The purpose of the policy is to provide the strategic level (tier 1) HR Policy, which sets the overarching HR policy to be communicated to and understood by all staff.
<b>Scope</b>	International Nuclear Services Ltd (INS) and as applicable to all subsidiary companies. Its requirements must be implemented in accordance with appropriate legislation and codes of employment practice. This policy is an overarching HR Policy and should be read in conjunction with the supporting HR policies.  Subsidiary Companies will have local policies as set out in Terms and Conditions of Employment.
<b>References</b>	Previous HR policies, ACAS and NDA PSB,
<b>Responsibilities</b>	All employees to support and adhere to this policy.
<b>Further Information or Guidance</b>	INS HR Team at <a href="mailto:HR@innuserv.com">HR@innuserv.com</a>

## 1. Policy Statement

We are committed to ensuring a positive and effective working environment where people are treated fairly, equally, with respect, included and their diversity recognised, in line with our values and behaviours.

The knowledge, capability and commitment of all employees is vital to the achievement of INS's Company Strategy and INS' success, to the continuing development of its business.

## 2. Key Principles of the Policy

The company is committed to:

What	How
<p>Encouraging every employee to perform to the highest standards and to develop his/her skills to support the business.</p>	<ul style="list-style-type: none"> <li>• People Strategy (and underneath this sits the annual People Plan, where relevant company milestones are based upon and delivery in monitored).</li> <li>• Resource Management Group</li> <li>• IMPACT.</li> <li>• Job Profiles.</li> <li>• Training &amp; Development tailored to both corporate and individual needs.</li> <li>• Management Development Programmes.</li> <li>• Knowledge Management Framework.</li> </ul>
<p>The company is committed to ensuring all employees are encouraged to contribute effectively to business success through annual performance reviews with their line manager to ensure that:</p> <ol style="list-style-type: none"> <li>i. Individual accountabilities are clearly defined and understood</li> <li>ii. Performance standards and objectives are agreed, measured and addressed</li> <li>iii. Competencies required for effective performance in a role are identified, maintained and developed</li> <li>iv. Individual development is focused on successful and improved performance</li> </ol> <p>It is expected that performance reviews take place at regular intervals.</p>	<ul style="list-style-type: none"> <li>• Job Profiles</li> <li>• Behavioural Competency Framework</li> <li>• IMPACT</li> <li>• Behavioural feedback</li> <li>• Development Plans</li> <li>• Knowledge Management Framework</li> <li>• Succession Planning</li> <li>• TAS milestones</li> </ul>
<p>The Company will provide all employees with the training, development and work experience needed to perform their roles safely, securely and effectively and to fulfil their potential consistent within the needs of the business.</p>	<ul style="list-style-type: none"> <li>• Mandatory Training &amp; Development Plans</li> <li>• IMPACT</li> <li>• Career conversations</li> </ul>
<ul style="list-style-type: none"> <li>• Developing and enhancing leadership capability</li> </ul> <p>The Company recognises the importance of developing leadership skills at all levels to create a</p>	<ul style="list-style-type: none"> <li>• Company Strategy</li> <li>• Leadership Development Programme</li> <li>• Tailored Leadership Development</li> </ul>

<p>successful business consistent with needs of business. We are committed to attracting, retaining and developing leadership and high potential talent throughout the company to meet our business opportunities.</p>	<ul style="list-style-type: none"> <li>• Coaching</li> </ul>
<ul style="list-style-type: none"> <li>• Recognising and rewarding achievement</li> </ul> <p>The Company recognises the need to attract, motivate, reward and retain employees who are committed to the achievement of the Company's business objectives. We are committed to providing salary, incentive and benefit packages that reward excellent performance and are aligned to appropriate industry standards whilst demonstrating cost control to our owners, the NDA.</p>	<ul style="list-style-type: none"> <li>• Consultation and Negotiation with recognised Trade Unions</li> <li>• Terms and Conditions of Employment</li> <li>• Review of reward packages</li> <li>• Review of pay structures</li> <li>• Recruitment Strategy</li> </ul>
<ul style="list-style-type: none"> <li>• Treating every employee and prospective employee with equality, dignity, honesty, fairness, respect and inclusion.</li> </ul> <p>The Company recognises the need for a diverse, flexible and well-motivated workforce in order to meet its business objectives. We are committed to creating a working environment where everyone is treated with equality, respect and proper consideration and encouraged to stretch and develop their contribution to the business. We will have arrangements in place for the reporting of serious concerns.</p>	<ul style="list-style-type: none"> <li>• Company Strategy</li> <li>• EDI Strategy</li> <li>• Terms and Conditions of Employment</li> <li>• Reporting of Serious Concerns</li> <li>• Whistleblowing</li> <li>• Prospect</li> <li>• Coaching Programmes</li> <li>• Reward Project</li> <li>• Public Sector Equality Duty</li> <li>• Modern Slavery Act</li> </ul>
<ul style="list-style-type: none"> <li>• Working with employees and their representatives to improve business effectiveness, efficiency, inclusiveness and support.</li> </ul> <p>The Company recognises that effective communications, working relationships with all employees and continuous learning and improvement are important to achieve business success. We are committed to working with employees and their representatives where appropriate, to promote well-being, business performance, quality, safety and security.</p>	<ul style="list-style-type: none"> <li>• Continuous Improvement Programmes</li> <li>• Consultation and Negotiation through Prospect (the INS recognised Trade Union)</li> <li>• Well-being framework and strategy</li> <li>• Mental Health Action Plan</li> <li>• Appropriate IT and software to ensure people with disabilities have access to work.</li> </ul>

### 3. How INS supports this policy:

INS has developed a number of Tier 2 HR policies to support this overarching Tier 1 HR policy. The table below depicts the HR policies:-

Type of Policy	Name of Policy
Tier 1	INS Human Resources Policy
Tier 2	INS Grievance Policy INS Appeals Policy INS Disciplinary Policy

	INS Family Friendly Policies INS Training & Development Policy INS Absence Management Policy INS Death In Service Policy INS Bullying & Harassment Policy INS Well-being policy INS Equality, Diversity & Inclusion Policy INS Redundancy Policy INS Drug & Alcohol Policy INS Job Evaluation Policy
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To support the HR Policies there have been Processes, Work Instructions, Guidance and Checklists implemented.

Additionally, there is a People Strategy (and underneath that a People Plan, where relevant company milestones are based upon this), and this is complemented by a robust HR governance structure that reports HR delivery performance.

#### 4. HR Data, Analytics and Dashboards

To deliver HR effectively across the business, HR relies on processing relevant personal and wider HR related data to produce analytical data, which can be displayed on the following dashboards:-

- Equality, Diversity & Inclusion (EDI).
- Health & Well-being.
- Quarterly Performance Review (QPR).

This information is only processed and stored for as long as necessary and in relation to INS delivering its requirements as business.

#### 5. Implementation, Monitoring and Review

This Policy will be implemented via INS HR, and monitored by the INS Head of HR and Finance & People Director to ensure it remains fit-for-purpose. It will be reviewed on an annual basis to ensure that it reflects best practice and current legislation, unless there is a change which warrants further action before the annual period.