

GatenbySanderson – Employee Relations Policy

Employee relations policy

Scope

The Employee Relations Policy encompasses the whole employment relationship between GatenbySanderson and our colleagues. It is linked to many of the other HR Policies.

Principles

1. An atmosphere of trust must be created for the highest standards in employee relations to be achieved.
2. All colleagues are valued, treated fairly and treated with dignity and respect.
3. Colleagues' comments and contributions are valued and they are given a range of opportunities to express their views. The company commits to take these into account, listen to colleagues, take their concerns seriously and wherever possible respond positively to individual colleague needs.
4. We will be open in our decision-making, and will involve and inform colleagues in the decision-making process, the development of strategies and new initiatives, where appropriate.
5. Harassment and bullying are not tolerated and colleagues are not discriminated against on grounds of age, colour, creed, ethnic or national origin, gender reassignment, marital status, nationality (including citizenship), personal disability, race, sex or sexual orientation.

Application

In order to apply these general principles we will:

- Have fair and reasonable procedures in place which are applied consistently, and
- Train managers to coach, support and manage colleagues effectively.
- Ensure that information, consultation and communication systems are in place in order that all colleagues are able to form and express opinions on key issues and that such opinions can be heard and taken into account and feedback provided, where appropriate.
- Have in place formal and informal two-way communication processes between colleagues and managers and define managers' responsibilities for these.

Accountability

The general framework of responsibilities is as follows, (detailed accountability in relation to specific areas of consultation are set out in the appropriate procedures):

WHAT	WHO	WHEN
Ensuring the principles are applied to all aspects of HR policy and practice.	Finance Director	As appropriate
Compliance with the policy at a local level.	All line managers for practical implementation.	As appropriate
Changes to policies and terms and conditions.	GS Leadership Group and Talent Group	As appropriate
Advice on best practice.	Finance Director and Talent Managers	As appropriate