

## INS Human Resources Policy

**Policy Statement:**

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

**Policy Owner:** Business Services Director

**Policy Contact:** Head of HR

**Scope:**

International Nuclear Services and as applicable to all subsidiary companies

Its requirements must be implemented in accordance with appropriate legislation and codes of employment practice. These are set out in detail in contracts of employment, the INS Conditions of Employment Manual and employee communications.

This policy is an overarching HR Policy and should be read in conjunction with the supporting HR policies as set out in the INS Conditions of Employment.

Subsidiary Companies will have local policies as set out in Terms and Conditions of Employment.

**Mandatory Requirements:**

The Company is committed to:

What	How
Encouraging every employee to perform to the highest standards and to develop his/her skills to support the business.	IMPACT Job Profiles Training & Development tailored to both corporate and individual needs Management Development Programmes Knowledge Management Framework
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: <ul 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> </ul>	Job Profiles Behavioural Competency Framework IMPACT Behavioural feedback Development Plans Knowledge Management Framework Succession Planning TAS milestones

<p>It is expected that performance reviews take place at regular intervals.</p>	
<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>	<p>Mandatory Training &amp; Development Plans IMPACT</p>
<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 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>	<p>Company Strategy Leadership Development Programme Tailored Leadership Development Coaching</p>
<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>	<p>Consultation and Negotiation with recognised Trade Unions Terms and Conditions of Employment Review of reward packages Review of pay structures</p>
<ul style="list-style-type: none"> <li>• Treating every employee and prospective employee with dignity, honesty, fairness and respect.</li> </ul> <p>The Company recognises the need for a 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>	<p>Company Strategy Terms and Conditions of Employment Reporting of Serious Concerns Whistleblowing Recognised Trade Unions Coaching Programmes Reward Project Development of the Public Sector Equality Duty Modern Slavery Act</p>
<ul style="list-style-type: none"> <li>• Working with employees and their representatives to improve business effectiveness and efficiency.</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 business performance, quality, security and safety.</p>	<p>Continuous Improvement Programmes Consultation and Negotiation through recognised Trade Unions</p>