

CONTROLLED DOCUMENT

EMPLOYEE HANDBOOK

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INTRODUCTION

This handbook formally sets out Inspectahire Instrument Company's (hereafter referred to as either the Company or Inspectahire) personnel policies and procedures. It has been formulated in line with UK (Scottish) employment law and ACAS best practice to ensure fair, consistent, and legally compliant workplace policies. Many elements of this document carry serious legal implications; therefore, adherence to these policies and procedures is mandatory for all employees.

Updates and Revisions

The contents of this handbook are subject to regular updates to reflect the evolving needs of the business and changes in legislation. To ensure you are always referencing the most current version, please access this document directly from the Company shared drive. All employees are responsible for familiarising themselves with updates as they occur.

Questions and Feedback

If you have any questions or require clarification on any aspect of this handbook, your first point of contact should be the Operations Director.

We also welcome feedback. If you believe information is missing, or if you would like to suggest a new policy or additional details, please share your thoughts. All proposed changes must go through a formal approval process and be documented under the Quality Management process before being incorporated into policy and procedure.

Compliance and External Resources

This handbook aligns with UK (Scottish) law and ACAS best practice, ensuring fair treatment and consistency in employment matters.

To support understanding, several hyperlinks are included throughout this handbook, directing you to relevant external sources for further guidance. Always ensure these resources are credible and up to date.

ABOUT THE COMPANY

Our Business

We aim to operate an ethical business in the offering of hire products and services that provide value for money, allowing our customers an insight into the integrity of their assets. We strive to continue to provide our products & services on an international basis both on and offshore.

Mission Statement:

“To inspect assets in harsh and inaccessible environments quickly, safely, and cost-effectively, utilising visual and NDT inspection technology to provide insight, for clients to monitor and record asset integrity and performance. Pushing to stay at the cutting edge of technology, constantly expanding our team’s knowledge and drawing on 40 years of experience, supporting the world’s construction, pharmaceutical, oil, gas, shipping, and energy companies.”

Our mission supports three key components that we consider essential to our business; these are quality for our customers, our investors and our staff.

- **Quality for our Customers.** We value our customers as the foundation of our business. Our relationships with customers and suppliers are based on principles of respect and mutual benefit. We aim to develop profitable and lasting relationships. We want to build on what we do well and to innovate to meet changing customer needs.
- **Quality for our Stakeholders.** We have a long-term responsibility to everyone who has a stake in the business to operate with care, efficiency and, of prime importance, at a profit. Our objective is to earn the profits needed to provide a consistent increase in the value of our shareholders’ investment and finance the on-going development and growth of our business.
- **Quality for our Staff.** We respect the experience and skills of our staff and value the contribution that every person makes to the business team. We recognise that pride and enjoyment in the job come from commitment, leadership by example and accomplishment. Our goal is to work together to reward, train and develop our staff in ways that acknowledge performance and individual abilities.

Quality Management Systems

Inspectahire operates Quality Management Systems (QMS) in line with both ISO/IEC 17020:2012 (for the competence of inspection bodies) and ISO 9001:2015 (for quality management across business processes).

These systems ensure the company delivers consistent, objective, and technically reliable inspection services while maintaining customer satisfaction and continual improvement.

All employees are expected to follow the procedures and controls outlined within the QMS that apply to their role. This includes:

- Adhering to inspection-specific procedures,
- Maintaining impartiality and confidentiality,
- Supporting accurate record-keeping and reporting.

The QMS is reviewed regularly through internal audits and external assessments to maintain compliance and improve performance. Employees may be asked to support or participate in these processes as part of their role.

Company History

From metal detectors to thermal imaging cameras, we have come along way and technology has changed, but we are still committed to finding simple solutions to the most interesting problems.

Everyone has void spaces they occasionally need to investigate, or places, which they cannot easily or safely get to – that is where our team of dedicated and skilled personnel

can provide a means or resource to undertake the inspection. Underwater, on water, below ground, on ground or above ground we have equipment that can do the job safely and effectively. We can offer rental or contracting options for the equipment and if required can engineer the whole project.

Established in 1981, we were born out of ingenuity. We solved our first problem (detecting the reinforced steel structure in Yorkhill+ Hospital) using a metal detector. From this we have grown, invested and developed as technology has changed and always used our imagination to solve the trickiest problem

Today we are headquartered in Aberdeen, Scotland as one of the UK's leading international suppliers of progressive inspection solutions.

Business Address and Contact Details

Inspectahire Instrument Company Ltd
Badentoy Road
Badentoy Industrial Estate
Portlethen
Aberdeenshire
AB12 4YA

Tel: 01224 789692

Email: enquiries@inspectahire.com

Key Personnel

You may wish to speak to any of the following contacts in regards to HR queries.

- ☐ Managing Director – Cailean Forrester
- ☐ Operations Director – John Rennie
- ☐ HR and Operations Administrator – Sally Wemyss
- ☐ Senior Accounts Assistant – David Jensen
- ☐ Daniel Carnegy – Workshop Manager
- ☐ Quality Assurance Manager – Lillian Paterson
- ☐ Operations Manager – Mark MacLennan
- ☐ NDT Manager – Colin Fulton
- ☐ HR Consultant – Dr Lionel Fairweather (Psylutions Ltd)
- ☐ QHSE and Rail Consultant – John Morgan (Jonh Morgan Consulting Ltd)

STARTING WITH THE COMPANY

Written Statement of Employment Particulars

The Company has a variety of agreements with employees and workers that reflect the different levels of knowledge, skills, abilities, experience, responsibility and working relationships. It is important that you read and understand your personal written Statement of Employment / Work Particulars. If you consider anything in your statement wrong, out of date, or at odds with this handbook, let the Operations Director know, so that the matter can be investigated.

If the Company must change any terms or conditions of your employment / work, following consultation, you will be informed in writing. If your terms and conditions change substantially, or you change your role within the Company, you will be supplied with a new written Statement of Employment / Work Particulars, stating the new terms and conditions.

Your Statement of Employment / Work Particulars includes:

- Your employer's name.
- Your name (both employee or worker) name, job title or a description of work and start date.
- How often will you get paid.
(Note: Your salary shall be confirmed in writing via direct email or letter.)
- Hours and days of work and if and how they may vary, including if you will have to work Sundays, nights or overtime).
- Holiday entitlement and if that includes public holidays.
- Where will you be working and whether you might have to relocate.
- If you work in different places, where will this be and what the employer's address is.
- The period of employment e.g. permanent or what the end date is if it's a fixed-term contract.
- How long is any probation period and what its conditions are.
- Any other benefits.
- Obligatory training and whether this is paid for by the employer.
- For employees, it must also include the date that a previous job starts if it counts towards a period of continuous employment.

Working abroad. If you must work outside the UK for more than a month, the statement will also include:

- How long will you be abroad.
- What currency will you be paid in.
- What additional pay or benefits will you get.
- Terms relating to your return to the UK.

Additional information. The following additional information is contained in this handbook:

- Sickness procedures and pay.
- Other paid leave.
- Notice periods.
- Disciplinary and grievance procedures.

Wider written statement

The following information will also be provided to you in writing within 2 months of your start of employment:

- Pension and pension schemes³.
- Collective agreements. Currently, there are no collective agreements at the Company.
- Any other right to non-compulsory training provided by the Company. Currently, there are no rights to non-compulsory training.

Induction

New employees will receive an induction to help them integrate into the company and perform their duties effectively and safely. The induction process includes:

- **Company Induction Presentation** – Introduction to Inspectahire’s mission, values, and operations.
- **Completion of Personnel Data Sheet** – Collection of personal information such as next of kin details, address, salary payment preferences, and PPE allocation.
- **Code of Conduct and Ethics Agreement** – Clarification of the ethical standards and behaviors expected from employees.
- **NDA Agreement** – A commitment to confidentiality regarding company projects, clients, and personnel.
- **Electronic Device Issue** – If issued a company laptop, tablet, mobile phone, or other device, employees must sign a record acknowledging responsibility for its use and safekeeping.
- **Health and Safety Agreement** – Confirmation that the employee has received, read, and agrees to comply with all health and safety policies and procedures.
- **Job Description Document** – A clear outline of role responsibilities and expectations.
- **Employee Handbook** – A reference guide covering company policies, benefits, and workplace conduct.
- **Company Policies** – Employees will receive an overview of all relevant company policies, which are regularly updated and available on the company website and shared drive.
- **Operating Procedures** – Employees will be provided with relevant operating procedures that apply to their specific role.
- **Issue of Personal Protective Equipment (PPE)** – Employees will receive the necessary PPE relevant to their work environment and be trained on its proper use.

WORKING WITH THE COMPANY

Policies and Procedures

There are policies and procedures for all the current processes in the Company. These have been developed and documented as we have grown and tell you how to go about doing important things properly. There is a reason for each policy and procedure, many of which have serious legal implications. It is important that you understand and follow all of them, using the following guidelines:

- If you think any policies or procedures are not clear, need to be changed or created to cover a gap in what we do, bring this to the attention of the Operations Director or Quality Assurance Manager immediately.
- Only Directors of the Company can make or change policy.
- You cannot make or alter procedures without express approval from a Director.
- Any alterations or additions to Company policies and procedures must go through a change management process and be properly documented by the Quality Management Process.
- Any action you take, or negligence that results in breaching Company policy or procedure—such as business ethics, financial practices, speaking on behalf of the Company, health and safety, or security—that could put the Company at risk, will be dealt with under the Disciplinary Procedure and may be grounds for Gross Misconduct and instant dismissal.
- Controlled documents and records related to inspection procedures are managed under Inspectahire's Document and Records Control Procedure (OP 03). Staff must ensure they are working from the latest approved versions.

Business Ethics

Business ethics are as much a matter of subjective values and standards as they are of organisational policy and procedure. The Company aims to adhere to the highest standards of ethical behaviour between co-workers, with our clients, in society in general, and throughout the countries in which we work. The Code of Conduct and Ethics Agreement clearly details the company policy on business ethics.

- At all times, you must obey the laws of the land where you are working.

Ethical Trading with Suppliers

The Company has a Code of Conduct on Ethical Trading⁵, which sets out our policy expectations to suppliers on legislation, child labour, human trafficking, conditions of employment, wages and benefits, health and safety and the environment.

The Company undertakes all reasonable and practical steps to ensure that all the organisations we work with adhere to high business standards, local and international legislation and regulations. We will only trade with those who fully comply with this policy, or those who are taking verifiable steps towards compliance. We will assess any instances of non-compliance on a case-by-case basis and then tailor our response appropriately.

If you are in a situation where your personal ethics are challenged by what you are being asked to do because of your work with the Company, you must discuss your concerns with management immediately and bring your concerns to the attention of a director as soon as possible.

Business Gifts

In our business, clients, suppliers, and partners may occasionally offer business gifts. While some gifts are appropriate, others may be inappropriate or appear inappropriate.

Guidelines for Accepting Business Gifts

- Who is offering the gift? Consider whether the person could benefit from decisions you make.
- Timing of the gift: Consider whether the gift is being offered at a key business decision point (e.g., during a tender process).
- Company Policy: If you are unsure about whether to accept a gift, consult the senior Company person on the ground and inform the Managing Director as soon as possible.

For more information:

- Bribery Act 2010 Quick Start Guide: www.justice.gov.uk

Impartiality and Conflicts of Interest

Inspectahire is committed to maintaining impartiality, objectivity, and independence in all inspection and business activities, in accordance with the requirements of ISO/IEC 17020:2012.

All employees—particularly those involved in inspection or technical roles—must ensure that their private interests do not conflict with, or appear to conflict with, the interests of Inspectahire or its clients. This includes avoiding any activity, relationship, or external employment that could compromise confidentiality, independence, or the objectivity of inspection results.

Examples of potential conflicts include:

- Personal or financial relationships with clients or suppliers
- Accepting gifts, benefits, or favours that could be perceived as inducements
- Performing inspections where you may have a vested interest
- Working elsewhere in a capacity that may interfere with your responsibilities or impartiality at Inspectahire

If there is any actual, potential, or perceived conflict of interest, it must be reported immediately to the Managing Director, Operations Director, or Quality Assurance Manager. Inspectahire reserves the right to review any declared conflicts and may reassign responsibilities to protect the integrity of services.

Other Employment

If you hold, or intend to take on, employment outside of Inspectahire, you must declare it to the Managing Director in advance. This ensures that the role does not compromise your availability, impartiality, or create any conflict of interest with your responsibilities. For further guidance, refer to the Inspectahire Code of Conduct and Ethics and the applicable inspection procedures maintained under the company's Quality Management System (QMS).

Equality and Diversity

The Company is committed to Equality and Diversity in the workplace. It is important to understand your rights and that it is against the law to discriminate against anyone based on:

- Age
- Gender reassignment
- Being married or in a civil partnership

- Being pregnant or on maternity leave
- Disability
- Race, including colour, nationality, ethnic or national origin
- Religion or belief
- Sex
- Sexual orientation

The Company will ensure that all employees are aware of:

- Everyone's rights, duties, and responsibilities in employment
- What behaviour is and is not acceptable

Diversity recognises that everyone is different. The Company promotes an inclusive environment where employees are respected as individuals, and diverse perspectives are valued. The Company also strives towards best practice and a positive working culture that promotes well-being for all employees.

For more information:

- Equality and Human Rights Commission: www.equalityhumanrights.com
- Your Rights Against Discrimination: www.gov.uk/discrimination-your-rights

Communications

Effective communication is essential to good business practice. Employees should prioritize the following methods in order:

- Face-to-face
- Telephone or Video over Internet Protocol (VoIP)
- Email
- Texting or messaging service - *Exception:* WhatsApp messaging is approved as the first line of communication for notifying arrivals and departures from the office or worksite. This is in line with Inspectahire's Lone and Remote Working Policy and is intended to support quick, traceable updates for lone working or unsupervised activities.

Standards of Communication

All communication must adhere to professional standards of business etiquette. Employees should ensure that their communication is clear, respectful, and appropriate for the workplace. If you require support or training to improve communication skills, please speak

with the Operations Director.

Legal Considerations

All communication, whether written, verbal, or electronic, must comply with relevant legal and regulatory standards, including:

- Harassment and bullying laws
- Defamation and libel laws
- Data protection regulations (e.g., GDPR)
- Company policies on confidentiality and security

E-mail

Email is a useful tool but may not always be the best method of communication. Employees should:

- Ensure emails provide enough context for clear understanding.
- Avoid excessive emails that could reduce productivity.
- Limit emails to necessary recipients.
- Use company email addresses for business purposes only.

Any personal emails must be sent from personal accounts.

Internet access

The Company considers the internet an essential business tool and allows limited personal use. However, this should not interfere with work productivity. Employees must adhere to the following guidelines:

- Personal use of the internet is permitted during designated break times only.
- Access to inappropriate, offensive, or obscene material is strictly prohibited.
- Employees should ensure that all information used for business purposes is accurate and reliable.
- Employees must not post or comment on behalf of the Company without explicit authorization from a Director.

For more details on responsible internet usage, please refer to:

- UK GDPR guidelines: www.ico.org.uk

External Communication

Employees must not make statements to the media or the public on behalf of the Company without prior authorization. Any inquiries from external parties, including the press, should be directed to the Managing or Operations Directors.

Confidentiality of Inspection Information

In accordance with ISO/IEC 17020:2012, all Inspectahire personnel are required to maintain strict confidentiality regarding information obtained during the course of inspection activities.

This includes, but is not limited to:

- Client inspection results and technical data,
- Images or footage captured during remote visual or other non-destructive inspections,
- Project specifications, reports, and observations,
- Any commercially sensitive or proprietary information encountered on site or through client communications.

Such information must not be disclosed to any third party without prior written authorisation from the client and Inspectahire management, unless required by law. This obligation remains in force even after an employee leaves the company.

Any suspected breach of confidentiality must be reported immediately to the Quality Assurance Manager or Operations Director and may result in disciplinary action.

Remuneration and Benefits

Salary

Your salary is determined by your role within the company and is outlined in your Statement of Employment Particulars and Job Description. Payments are made on the last working day of each month and are deposited directly into your designated bank account. If the final working day falls on a bank holiday, payment will be processed on the preceding working day to ensure it clears before the start of the new month. It is the employee's responsibility to provide accurate bank details and to update the Personnel Data Sheet if any changes occur, submitting it to Accounts and HR.

Under Scottish employment law, all employees are entitled to receive at least the National Minimum Wage (NMW) or National Living Wage (NLW) as set by the UK Government. Failure to comply with these minimum standards is unlawful.

Pay Reviews

The Directors periodically review salary levels, taking into account factors such as economic conditions, the anticipated business environment, company requirements, and your individual skills, experience, and responsibilities. Any pay increase decisions will be made fairly and in compliance with ACAS best practice guidelines on fair pay and reward structures.

Overtime

Overtime is available only when authorised by the company and must be pre-approved by the Operations Director. Employees are entitled to be paid at least the legal minimum rates for any additional hours worked beyond their contractual obligations, as per Working Time Regulations 1998 (as amended for Scotland). Employees must ensure that all overtime is recorded accurately in their monthly timesheet.

Tax

The company processes your tax and National Insurance contributions through the PAYE (Pay As You Earn) system in compliance with HMRC regulations. It is your responsibility to ensure that your tax obligations are met. Employees can check their tax code and deductions through their payslips or via the HMRC online services.

Pension Scheme

The company provides access to a workplace pension scheme in line with the requirements of the Pensions Act 2008 and automatic enrolment regulations. All eligible employees will be auto-enrolled into the scheme unless they choose to opt out. Contributions will be made by both the employer and the employee as required by law. For more details, please refer to the Senior Accounts Assistant or review the company's pension policy.

Expenses

Employees will be reimbursed for reasonable and necessary expenses incurred during the course of their employment, provided receipts are submitted along with a completed Expenses Form. The company will process expense claims in accordance with HMRC rules and guidance on allowable business expenses.

Travel and Subsistence

When traveling on company business, employees are entitled to claim travel and subsistence allowances. Whenever possible, the company will cover foreseeable expenses in advance. Employees must comply with the company's Travel and Expenses Policy and ensure that all claims are supported by valid receipts.

To ensure smooth processing of travel and subsistence claims, employees should:

1. Coordinate with the Operations Director to obtain details about the task and expected costs.
2. Inform the Operations Administrator of any upcoming trips as soon as they are confirmed. Employees should request any anticipated expenses to be covered in advance where applicable.
3. Retain all receipts and submit a monthly claim with the Expenses Form for reimbursement.

Use of privately-owned cars

If you use your personal car for company business, you can claim a mileage allowance of £0.45 per mile, as per HMRC Approved Mileage Allowance Payments (AMAP). Claims must be submitted using the Expenses Form.

If private car use is a regular arrangement, you must:

- Inform your car insurance provider that your vehicle is used for business purposes.
- Ensure that your insurance policy covers business travel to avoid liability issues.

Failure to do so may result in claims not being reimbursed or the company declining liability in case of an accident.

All remuneration and benefits policies comply with Scottish employment law and ACAS best practice guidelines. If you have any queries or concerns, please contact HR or the Operations Director for clarification.

Leave

Special Leave

If you need special leave, please discuss with the Managing or Operations Director. The company will consider your request based on business needs and will strive to

accommodate it whenever possible on a case by case basis.

The company values and supports employees who need to take time off for personal or socially responsible activities. Special leave may be granted in the following circumstances:

- **Compassionate leave:** Can also be referred to as bereavement leave. In the event of a serious illness or death of a close relative, employees may request leave to handle personal matters, attend funerals, or provide support to family members.
- **Domestic leave:** Employees with caregiving responsibilities may request leave to deal with emergencies such as a dependent's illness or injury.
- **Public duties:** Employees who undertake civic duties, such as serving on a jury, standing for Parliament, or serving as a Justice of the Peace, will be granted leave as per statutory requirements.
- **Reservist leave:** Employees who are members of the United Kingdom Reserve Forces or the Police Special Constabulary are entitled to leave for training or deployment, in line with UK Armed Forces Reserve Policy.
- **Emergency leave:** Time off may be granted for unexpected or urgent situations involving dependents, such as a school closure or an accident.
- **Religious or cultural observances:** The company will consider requests for time off for significant religious or cultural events that are not covered by statutory holidays.

If you require special leave, please discuss with the Managing or Operations Director as soon as possible. The company will consider each request based on business needs and legal entitlements, ensuring compliance with Scottish employment law and ACAS best practices. Documentation or supporting evidence may be required for certain types of special leave.

Compassionate Leave

Grief is a natural response when someone experiences a bereavement. It can affect individuals differently and may impact their ability to work. The company is committed to supporting employees during these difficult times and acknowledges that grief is not a linear process.

Employees are entitled to up to five days of paid leave in the event of the death of a close

family member, including a parent, spouse, partner, child, or sibling. Additional unpaid leave may be granted at the discretion of the Operations or Managing Director, in accordance with Scottish law and ACAS best practices.

In Scotland there is no specific legal requirement for employers to grant paid or unpaid time off when a grandparent dies, Inspectahire allows for one day paid time off. Employees have the right to take unpaid time off to deal with an emergency, including the death of a dependent (which includes parents or grandparents) or to make funeral arrangements/attendances. Additional unpaid leave may be granted at the discretion of the Operations or Managing Director, in accordance with Scottish law and ACAS best practices.

Parental Bereavement Leave (Jack's Law)

If the bereavement involves the loss of a child under the age of 18, a stillbirth after 24 weeks of pregnancy, or an abortion after 24 weeks due to severe medical circumstances, employees are entitled to two weeks of statutory parental bereavement leave. This leave can be taken in full or in blocks within 56 weeks of the child's death. Employees may also be eligible for statutory parental bereavement pay.

Eligible individuals include:

- Birth parents
- Natural parents (who gave birth to the child but placed them for adoption and maintained a legal connection)
- Adoptive parents (if the child was living with them)
- Individuals who had responsibility for the child and lived with them for at least four weeks before the death
- Intended parents through surrogacy
- Partners of the child's parent who lived with the child and their parent in an enduring family relationship

If an employee is on adoption leave when their newly adopted child dies, their leave will end eight weeks after the end of the week in which the child dies. The company will support affected employees and their partners with sensitivity and care.

If an employee is on shared parental leave when their child dies, they can still take the leave in full or choose to reduce or cancel it. Employees must provide at least 8 weeks' notice if they wish to amend or cancel their leave.

If a child is stillborn after 24 weeks of pregnancy, the birth mother is entitled to up to 52 weeks of statutory maternity leave or pay. The birth father or partner is entitled to up to 2 weeks of paternity leave or pay. Both parents will also be entitled to two weeks of parental bereavement leave after completing maternity or paternity leave.

If more than one child dies, the employee is entitled to two weeks of parental bereavement leave per child.

The company will ensure sensitivity in referring to maternity and paternity leave for those affected by stillbirth or child loss and will be guided by the employee's preference in conversations about their leave.

Time Off After a Miscarriage

If a miscarriage occurs before 24 weeks of pregnancy, there is no statutory entitlement to maternity, paternity, or parental bereavement leave. However, the company recognises that miscarriage can be a bereavement and will consider requests for paid or unpaid leave on a case-by-case basis.

Any sickness absence related to miscarriage will be treated as pregnancy-related illness, and in accordance with the Equality Act 2010, these absences will be recorded separately and will not count towards any absence review thresholds.

The company will support employees after a miscarriage by:

- Considering flexible working arrangements or phased returns to work.
- Allowing remote work where appropriate.
- Recognising miscarriage as part of bereavement leave policies where applicable.

Support During Bereavement Leave

If an employee requires bereavement leave, they should notify their employer as soon as possible. If they are unable to do so personally, a family member or friend may do so on their behalf.

Employees may wish to discuss:

- Their preferred method of communication while off work (e.g., phone or email)
- Whether they want others at work to be informed of their situation
- Any information or support they may need from management

It may be difficult to estimate how much time is required for bereavement at first. Keeping in touch with the employer can help in updating plans and ensuring a smooth return to work.

Returning to Work After Bereavement

Employees who take parental bereavement leave as a standalone period of leave have the right to return to the same job. If they take it immediately after another period of family leave (e.g., maternity, adoption, shared parental leave), their right to return may differ.

Employees with concerns should contact the Operations Director or Acas helpline for clarification.

Before returning, employees are encouraged to discuss:

- When they feel ready to return
- Any concerns about reintegration into work
- Whether adjustments to working arrangements are needed, such as flexible working options

Supporting Employees After Bereavement

The company acknowledges that grief affects everyone differently. Managers will:

- Be proactive in checking in on bereaved employees.
- Be flexible with working arrangements, such as allowing phased returns or home working where feasible.
- Avoid unnecessary performance pressure in the period following a bereavement.
- Engage in sensitive conversations to understand the needs of the employee.

Employees who require additional support should contact HR or the Operations Director for assistance.

For additional bereavement support, employees may access external resources such as:

- Cruse Bereavement Support – advice on coping with grief
- Sands – support following the death of a baby
- Mind – mental health information and support
- Miscarriage Association – miscarriage support and advice

For further guidance, refer to [Parental Bereavement Leave and Pay](#).

Sabbaticals

The company acknowledges the increasing interest in taking extended leave for personal reasons, such as family care, further education, or personal development, including activities like international travel. We recognize that a well-balanced life is essential for the well-being and motivation of our employees, and we value the contribution of those who are competent and committed. As part of our support, we offer the opportunity for sabbatical leave.

To request a sabbatical, employees should inform the Managing Director. All requests will be carefully considered in relation to business needs, and the company will make reasonable efforts to accommodate them where possible.

Unpaid Parental Leave

Unpaid parental leave is available to support your child's wellbeing, such as to:

- Spend more time with your children
- Explore new schools
- Help children settle into new childcare arrangements
- Spend time with family, like visiting grandparents

If you need parental leave, notify the Operations Director at least 21 days before the desired start date.

Medical Appointments

The company supports your need to attend medical appointments. If you have a doctor or dentist appointment, please coordinate your time off with the Operations Director. Discuss the time required in advance, and where possible, arrange appointments to minimize disruption to work. Make efforts to compensate for any time lost.

Sick Leave and Pay

If you are unwell and unable to attend work, you should notify the Operations Director as soon as possible on the first day of your absence, preferably before your usual start time.

Inspectahire provides up to two weeks of full sick pay for eligible employees before

transitioning to Statutory Sick Pay (SSP), which will then be administered by the company.

Additionally, you may opt to use any accrued annual leave to supplement your income while receiving SSP.

For absences lasting 7 calendar days or fewer, you are not required to provide medical evidence but may be asked to complete a self-certification form upon your return.

If your sickness absence extends beyond 7 calendar days, you must provide a fit note from a healthcare professional, indicating whether you are:

- "Not fit for work", or
- "May be fit for work" with adjustments.

The fit note should be submitted to the Operations Director as soon as possible and no later than your first day back at work.

For more information on statutory sick pay and sick leave, visit:

- [Statutory Sick Pay \(SSP\)](#)
- [Taking Sick Leave](#)

You may also wish to consider taking out personal insurance cover for serious illness or long-term health conditions.

Breaks

You are entitled to a daily unpaid break of up to 60 minutes, including lunch. This break covers all non-work-related activities, such as refreshment and smoking breaks, ensuring consistency for all employees.

For shifts of 4 hours or less, you may take reasonable comfort breaks as needed. If you require additional break time, please seek prior approval from the Operations Director, and where possible, plan to make up the time.

We encourage you to take your breaks to rest and recharge while maintaining fairness and operational needs.

Field Work Time Off

Additional time off will not be granted following fieldwork—whether offshore or onshore, nationally or internationally—unless explicitly approved by senior management.

Employees returning to Aberdeen from operational field duties on a weekday (Monday to Friday) are expected to resume office duties immediately. This includes completing essential tasks such as reporting, returning equipment, and debriefing on the work scope.

At Inspectahire, we value the dedication of our team in both onshore and offshore roles. Historically, some long-serving employees have received additional time off for fieldwork (“rig days”) as part of their original employment terms.

From 2013, our updated policy ensures consistency and fairness across all employees. For those hired or moved onto revised contracts from this date onwards, additional time off for offshore work will no longer be provided. This change aligns with our commitment to operational efficiency while maintaining a fair and balanced approach to workload management.

We understand that long-standing employees may still have existing arrangements in place, which will continue to be honoured as per their contractual terms. However, these are not extended to new employees or those on updated contracts.

If any employee has concerns about how this policy affects them, they are encouraged to discuss their situation with Senior Management, as we are committed to ensuring fair and transparent employment practices.

Any requests for flexibility will be reviewed on a case-by-case basis, considering both business needs and individual circumstances. We appreciate the contribution of all our employees and remain committed to supporting both our offshore and onshore teams in a fair and equitable way.

Closed Days

The company observes the following public holidays:

- Christmas Day (festive)
- Boxing Day (festive)
- January 1st (festive)
- January 2nd (festive)
- Good Friday (Easter)
- May Day (European/Early)

Additionally, the company may be closed from December 27th to 31st (inclusive).

If you are required to work on any of these festive closure days, you will be compensated at double your regular pay rate and will receive an additional paid day off for each holiday worked.

The company may also close on other days at the discretion of the Managing Director. Any additional closure days will be counted as part of your annual leave entitlement.

Requesting Holidays

Inspectahire encourages employees to plan and take their annual leave to maintain a healthy work-life balance. The following process outlines how to request and manage holiday leave:

Holiday Entitlement & Pay

- Your annual leave entitlement and holiday pay will be processed in accordance with your Statement of Employment Particulars.
- There will be company closure days in addition to public holidays. These must be deducted from your annual holiday entitlement. Employees will be informed of these dates in advance.
- Employees must use their annual leave within the holiday year; any carry-over requests must be approved by the Operations Director in exceptional circumstances.

Requesting Annual Leave

1. Submit Your Request:

- Email the Operations Director at least one month in advance of your planned leave.
- If requesting leave at short notice due to exceptional circumstances, speak directly with the Operations Director for consideration.
- The Accounts Department will confirm your remaining leave entitlement upon request.

2. Approval Process:

- Leave requests will be reviewed based on business needs and staffing levels.
- You will receive an email confirmation once your request is approved.
- If you require a prompt decision, follow up with the Operations Director.

3. Recording Leave:

- Approved leave will be logged in the Project Planning diary by the Operations Director to ensure proper scheduling.

4. Payroll Processing:

- The Senior Accounts Assistant will update leave records and process holiday pay accordingly.
- Any queries regarding holiday pay should be directed to the Senior Accounts Assistant.

Additional Guidelines

- **Peak Periods & Blackout Dates:** Some busy operational periods may limit leave availability. Employees are encouraged to check in advance for any restricted dates.
- **Holiday Carry-Over:** Employees must use their annual leave within the holiday year. Carry-over may only be granted in exceptional circumstances and must be approved by the Operations Director.
- **Unpaid Leave Requests:** If an employee has exhausted their annual leave entitlement, they may request unpaid leave, subject to business approval. Inspectahire aims to accommodate all reasonable holiday requests; however, leave approvals are subject to business needs and ensuring sufficient staffing coverage.

Please note: All leave requests are subject to business needs and ensuring adequate staffing levels. While we aim to accommodate requests, there may be occasions where adjustments are necessary.

Part Time Paid Leave

For part-time employees and workers, paid leave entitlement will be calculated based on the average pay over the previous 52 weeks, in line with UK employment law. If you have worked for less than 52 weeks, the calculation will be based on the number of weeks you have worked.

Time off in lieu

While non-standard hours and challenging working conditions are uncommon within the company, work schedules are determined by client requirements at their locations.

When working abroad, time off in lieu (TOIL) is not typically granted, as we strive to ensure comfortable accommodation, appropriate welfare conditions, sufficient rest periods, and access to necessary facilities.

However, in cases where certain locations are deemed particularly challenging, the Managing Director may approve paid time off in lieu for days worked. Such decisions will be made on a case-by-case basis.

Maternity leave and pay

Inspectahire is committed to supporting employees who are pregnant and taking maternity leave, ensuring compliance with UK employment law and best practices outlined by ACAS.

Eligibility for Maternity Leave

All pregnant employees, regardless of length of service, are entitled to:

- 52 weeks of maternity leave, consisting of:
 - Ordinary Maternity Leave (OML) – First 26 weeks
 - Additional Maternity Leave (AML) – Last 26 weeks
- The right to return to work after maternity leave.

Notifying the Company

- Employees must inform Inspectahire by the end of the 15th week before the expected week of childbirth (EWC) of:
 - Their due date (confirmed by a MATB1 form from a midwife/GP).
 - The intended start date of maternity leave (earliest leave can begin is 11 weeks before the EWC).
- Employees may change their maternity leave start date but must provide at least 28 days' notice, where possible.

Maternity Pay

Employees may be entitled to Statutory Maternity Pay (SMP) or Maternity Allowance, depending on eligibility:

- Statutory Maternity Pay (SMP):
 - Paid for 39 weeks:
 - First 6 weeks: 90% of average weekly earnings (before tax).

- Next 33 weeks: Either £184.03 per week (2024/25 rate) or 90% of earnings, whichever is lower.
- To qualify, employees must have:
 - Been employed continuously for at least 26 weeks up to the 15th week before the due date.
 - Earned at least £123 per week (before tax) in the 8 weeks before the 15th week prior to childbirth.

If an employee does not qualify for SMP, they may be eligible for Maternity Allowance from the government.

Health and Safety During Pregnancy

- Upon notification of pregnancy, Inspectahire will conduct a maternity risk assessment to ensure a safe working environment.
- If a job poses risks to the employee or baby, suitable alternative work or adjustments will be offered.

Keeping in Touch (KIT) Days

- Employees may work up to 10 Keeping in Touch (KIT) days without ending maternity leave.
- KIT days must be agreed upon in advance and will be paid at the normal daily rate.

Returning to Work

- Employees returning within 26 weeks of maternity leave have the right to return to their original job.
- Those taking over 26 weeks may return to their original job or a suitable alternative role if necessary.
- If an employee wishes to return early, at least 8 weeks' notice must be given.

Shared Parental Leave & Additional Support

- Employees may be eligible to convert maternity leave into Shared Parental Leave (SPL) to split leave with a partner.
- Employees may request flexible working upon return to accommodate family responsibilities.

For further guidance, employees should refer to <https://www.gov.uk/maternity-pay-leave>

or contact HR alternatively their line manager.

Paternity leave and pay

Employees may be eligible for Paternity Leave and Pay if they are taking time off to support their partner after childbirth, adoption, or surrogacy.

To qualify, employees must:

- Have been continuously employed for at least 26 weeks by the 15th week before the baby's due date or the week they are matched with an adopted child.
- Be the child's biological father, the mother's spouse, civil partner, or partner, or the adopter's partner.
- Be taking leave to care for the child or support the mother/adopter.

Paternity Leave Entitlement

- Employees can take 1 or 2 weeks of leave within 52 weeks of birth or adoption.
- Leave cannot be taken as individual days and must be used in a single block.
- Employees can also take time off to attend up to 2 antenatal appointments with their partner or 2 adoption appointments if adopting a child.

Notice Requirement: Employees must inform the Operations Director at least 15 weeks before the baby's due date or within 7 days of being matched for adoption.

Statutory Paternity Pay (SPP)

Eligible employees will receive Statutory Paternity Pay (SPP) for up to 2 weeks, at either £184.03 per week (2024/25 rate) or 90% of their average weekly earnings, whichever is lower.

Shared Parental leave and pay

Shared Parental Leave (SPL) allows eligible parents to share up to 50 weeks of leave and up to 37 weeks of pay following the birth or adoption of a child. This provides greater flexibility in how parents care for their child during the first year.

To qualify for SPL and ShPP, both parents must meet specific criteria:

Employment Requirements:

- The employee must have worked continuously for Inspectahire for at least 26 weeks by the end of the 15th week before the due date (or matching date for adoption).
- The other parent must meet an 'employment and earnings' test, meaning they must have worked for at least 26 weeks in the 66 weeks leading up to the due/matching date and earned at least £30 per week in 13 of those 66 weeks.

Shared Parental Leave Requirements:

- The mother (or primary adopter) must end their maternity/adoption leave early by taking Curtailment of Maternity Leave.
- The remaining leave can be shared between both parents.
- SPL must be taken before the child's first birthday (or within one year of adoption placement).

Shared Parental Pay Requirements:

- The employee must qualify for Statutory Maternity Pay (SMP), Maternity Allowance (MA), or Statutory Adoption Pay (SAP).
- ShPP is paid at the lower of 90% of average weekly earnings or the statutory rate (£172.48 per week for 2024-25). This rate is reviewed annually by the government.

Taking SPL and ShPP

- SPL can be taken in blocks or all at once.
- Employees can request up to 3 separate periods of SPL.
- Both parents can take leave at the same time or separately.

Notice Requirements

- Employees must give at least 8 weeks' notice before starting SPL.
- A Curtailment Notice must be submitted by the mother/adopter, stating they wish to end their maternity/adoption leave early.
- A Notice of Entitlement and Intention form must be completed by both parents, outlining how they wish to share leave.
- A Booking Notice must be submitted for each period of SPL.

Employment Rights During SPL

- Employees retain the right to return to work in the same or a similar role.
- Annual leave continues to accrue during SPL.
- Employees are entitled to up to 20 Shared Parental Leave in Touch (SPLIT) days to keep in touch with work.

Request Process at Inspectahire

1. Submit a Curtailment Notice (if applicable) and the Notice of Entitlement form to HR.
2. Discuss leave arrangements with management.
3. Provide at least 8 weeks' notice before each period of SPL.
4. The Senior Accounts Assistant will confirm leave arrangements and pay entitlements in writing.

For more information <https://www.gov.uk/shared-parental-leave-and-pay>

Adoption leave and pay

When you take time off to adopt¹⁹ a child, or have a child through a surrogacy arrangement, you might be eligible for:

- Statutory Adoption Leave
- Statutory Adoption Pay

There are rules on when and how to claim your paid leave and if you want to change your dates.

If you need adoption leave, you are to inform the Operations Director within 7 days of being matched with a child, providing the following details.

- How much leave you want
- Your leave start date
- The 'date of placement' i.e. the date the child is placed with you.

¹⁸ For more information <https://www.gov.uk/paternity-pay-leave>¹

¹⁹ For more information <https://www.gov.uk/adoption-pay-leave>

Health and Safety at Work

Inspectahire is committed to maintaining a safe and healthy working environment for all employees, contractors, and visitors. We have comprehensive Health & Safety policies and procedures in place, which align with the Health and Safety at Work etc. Act 1974 and other relevant regulations.

Inspectahire will:

- Provide or make available all necessary Health & Safety training, protective equipment, and guidance for work conducted in the office and at client locations.

- Regularly assess and mitigate workplace risks to ensure a safe working environment.
- Maintain clear reporting procedures for accidents, incidents, and near misses.

Employee Responsibilities

- Familiarise yourself with and follow all Health & Safety policies, procedures, and training provided.
- Report any hazards or unsafe conditions to management immediately.
- Use personal protective equipment (PPE) and any safety equipment provided as required.
- Participate in Health & Safety training and assessments as required.

Failure to comply with Health & Safety policies may result in disciplinary action.

Working Time Regulations (WTR)

Inspectahire complies with the Working Time Regulations 1998 (as amended), which set limits on working hours to protect employee well-being.

- Your working hours should not exceed an average of 48 hours per week over a 17-week reference period unless agreed otherwise.
- Inspectahire maintains accurate records of working hours and takes all reasonable steps to ensure compliance.

Opting Out of the 48-Hour Limit

- If you wish to work more than the 48-hour weekly limit, you must sign an opt-out agreement.
- You can withdraw from the opt-out agreement at any time with reasonable notice.
- If your working hours exceed the 48-hour average in a reference period, Inspectahire may provide paid time off in lieu (TOIL) where appropriate.

For further details, speak to the Operations Director.

Driving for Work and Legal Disclosure

Inspectahire employees who drive company-owned, hired, or leased vehicles must comply with the standards set out in OP 10 – Driving for Work Procedure.

You are required to:

- Hold a valid UK driving licence at all times.
- Be at least 25 years of age, in line with our vehicle insurance policy
- Inform the Company **immediately** if you:
 - Are disqualified or banned from driving,
 - Receive penalty points, a fine, or are summoned to court for a driving offence,
 - Are involved in legal proceedings which may affect your ability to drive,
 - Develop a medical condition or take medication that could impair safe driving.

These requirements support the safe operation of Inspectahire's business activities, comply with the Road Traffic Act, and ensure vehicle insurance and duty-of-care responsibilities are upheld.

The Company will assess the impact of any such incidents. If driving is an essential requirement and no suitable alternative duties can be arranged, reassignment, suspension, or dismissal may follow, subject to a fair and transparent process.

Failure to disclose driving-related offences or restrictions may be treated as misconduct or gross misconduct under the Company's disciplinary policy.

Display Screen Equipment (DSE) Breaks

There is no legal limit on how long you can work with display screen equipment (DSE). However, health and safety regulations entitle you to take breaks from DSE work. These breaks do not need to be rest periods but can involve switching to a different type of task.

The Health and Safety Executive (HSE) recommends taking shorter, more frequent breaks at your workstation rather than longer, less frequent ones. For example, a 5-10 minute break after 50-60 minutes of continuous screen or keyboard work is generally more beneficial than a 15-minute break every two hours. The company encourages employees to follow these best practice guidelines.

Each new employee shall receive DSE training and shall complete either a self-assessment or be supported through one with a company DSE assessor.

Inspectahire recognises the importance of managing risks associated with Display Screen Equipment (DSE) use, in line with the Health and Safety (Display Screen Equipment) Regulations 1992.

DSE Work Best Practices

- Employees are entitled to regular breaks from DSE work.
- The Health and Safety Executive (HSE) recommends short, frequent breaks rather than fewer long breaks. A typical guideline is:
 - 5 to 10-minute break after 50-60 minutes of continuous screen work.
- Breaks do not need to be rest periods but should involve switching to a different type of task where possible.

DSE Assessments

- All new employees will receive DSE training and must complete a DSE self-assessment or be supported through an assessment by a company DSE assessor.
- If any DSE-related health issues arise (e.g., eye strain, back pain), employees should report them to management immediately.

Alcohol and Drugs

Inspectahire has a zero-tolerance policy regarding drugs and alcohol in the workplace to ensure a safe working environment for all employees.

- Alcohol: Employees must not be under the influence of alcohol while working for Inspectahire.
- Non-prescribed drugs: The use, possession, or distribution of illegal substances is strictly prohibited and will result in disciplinary action.
- Prescribed medication: If you are taking medication that may impact your ability to work safely (e.g., drowsiness or dizziness), you must inform the Operations Director.

Smoking

- Smoking (including e-cigarettes and vaping) is only permitted in designated smoking areas.
- Smoke breaks must be taken as part of your regular break time and not in addition to it.
- Smoking should take place in the designated area.

Inspectahire promotes a healthy work environment and encourages employees to seek support if they wish to stop smoking.

Accident Reporting and First Aid

Inspectahire is committed to maintaining a safe working environment and ensuring that all accidents, injuries, and dangerous occurrences are properly recorded and addressed in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Accident Reporting

- All workplace accidents, injuries, near misses, and dangerous occurrences must be officially recorded in the Accident Book, which is kept in the office.
- If you experience or witness an incident, you must report it immediately to the Operations Director or a designated Health & Safety representative.
- Certain serious incidents may require RIDDOR reporting to the Health and Safety Executive (HSE). The company will handle this where required.

First Aid Support

- Inspectahire has trained first aiders available to assist employees in case of an accident or provide guidance on seeking further medical assistance.
- If you require first aid, seek assistance from a designated first aider or contact a manager immediately.

First Aid Locations

- There are multiple First Aid stations around the office, and their locations will be highlighted during your Company Induction.
- Employees working off-site should familiarise themselves with the client's first aid arrangements and emergency procedures.

For more details on workplace safety and incident reporting, refer to the Company Health & Safety Policy or speak to the Operations Director.

Injury

If you sustain an injury but are willing and able to work, Inspectahire will, at its discretion, endeavour to facilitate your return by:

- Assigning light duties, where feasible.
- Making reasonable workplace adjustments to support your ability to work safely.

Reporting an Injury

- If you are injured and intend to come to work, you must inform the Operations Director before attending.
- If you sustain an injury while at work, you must report it immediately to the Operations Director or a designated Health & Safety representative.

Inspectahire is committed to supporting employee well-being and recovery while ensuring workplace safety. If an injury affects your ability to perform your usual duties, you may be required to undergo a workplace risk assessment to determine appropriate accommodations.

Employers Liability Insurance

In accordance with UK legislation, Inspectahire has an Employers' Liability Insurance Policy in place, which provides coverage for legal liability in the event of bodily injury to any employee or worker arising out of and during the course of our business activities.

What is Covered?

Employers' Liability Insurance covers claims related to:

- Death
- Disease or illness
- Physical injury
- Mental injury or psychological harm

This insurance ensures that employees are protected if they suffer an injury or illness due to work-related activities and provides legal and financial coverage for claims made against the company.

A copy of the current Employers' Liability Insurance certificate is displayed in the office and is available upon request.

Bullying and Harassment

Inspectahire is committed to maintaining a respectful, inclusive, and safe workplace where all employees are treated with dignity and fairness. Bullying and harassment will not be tolerated under any circumstances. Training on this topic is provided to all employees,

What is Bullying?

Bullying occurs when someone attempts to intimidate, humiliate, or undermine another employee, often in the presence of colleagues. While it is often directed at those in less senior positions, it can happen at any level and in any direction within the company.

What is Harassment?

Harassment is any unwanted behaviour that violates an individual's dignity or creates a hostile, degrading, or offensive work environment. This includes behaviour that relates to protected characteristics under the Equality Act 2010, such as age, disability, gender, race, religion, or sexual orientation.

Forms of Bullying and Harassment

Bullying and harassment can take many forms, including:

- Verbal abuse (shouting, swearing, insults).
- Physical intimidation or aggression.
- Spreading rumours or deliberately undermining someone.
- Excessive monitoring or micromanagement that is unreasonable.
- Unfair exclusion from work activities or decision-making.
- Offensive jokes, gestures, or inappropriate comments.
- Cyberbullying (inappropriate messages, emails, or social media behaviour).

How to Report Bullying or Harassment

If you feel you are being bullied or harassed, you should not ignore it. You are encouraged to raise your concerns in the following ways:

1. Speak to the Individual (if you feel comfortable)
 - If appropriate, try to address the issue informally by explaining to the person involved that their behaviour is unacceptable.

2. Report to a Senior Contact

- If informal resolution is not possible, or if the behaviour continues, report the matter to any of the following:
 - Operations Director
 - HR Consultant
 - Managing Director

Inspectahire will take all complaints seriously and handle them confidentially and sensitively. Employees will not face retaliation for raising concerns in good faith.

Consequences of Bullying and Harassment

- Any employee found to have engaged in bullying or harassment may face disciplinary action, up to and including dismissal.
- If a complaint is found to be malicious or unfounded, this may also lead to disciplinary action.

Inspectahire encourages a workplace culture based on mutual respect, professionalism, and inclusivity.

For more information, refer to: [ACAS: Bullying at Work](#) [HSE: Working Time Directive FAQs](#)

Training, Development and Competence Requirements

You will be offered training and development opportunities for a variety of purposes:

- To enhance your performance in your current role.
- To prepare you for other roles that may be necessary for the company.
- To support your career progression within the company.
- To facilitate your broader personal and professional development.

You are also responsible for your own growth, and it is encouraged that you take the initiative to seek out development activities.

All training and development decisions will be guided by both your individual interests and the needs of the company, as well as the company's ability to provide the necessary resources.

Training

Purpose of Training and Development

Inspectahire provides training and development opportunities to:

- Enhance performance in your current role.
- Prepare you for new roles that may become necessary within the company.
- Support career progression within Inspectahire.
- Facilitate broader personal and professional development.

Employees are also responsible for their own development and are encouraged to seek out opportunities for learning and growth.

All training and development decisions will be guided by:

- Your individual interests and professional goals.
- The needs of the company.
- The company's ability to provide the necessary resources.

Training Provision

Inspectahire primarily provides training to:

- Develop essential qualifications and skills.
- Ensure compliance with legal and industry regulations.
- Support career development within the company.
- Prepare employees for potential new markets or services.

Cost and Compensation

- The company will cover the full cost of training when it is required for your role.
- Employees will be compensated for their time spent in training.
- Any expenses incurred during training participation will be reimbursed, subject to prior approval.

Competence Requirements for Inspection Activities

Inspectahire is working to the standards of ISO/IEC 17020:2012, to ensure compliance with this standard, all employees involved in inspection work must meet competence requirements appropriate to their role.

Competence is determined by a combination of qualifications, experience, job-specific training, and formal assessment. These requirements are outlined in Inspectahire's Competence Matrix. Employees must not undertake inspection tasks unless they have been assessed as competent and formally authorised to do so by management.

Competence is reviewed periodically and documented as part of the company's Quality Management System. Staff are expected to participate in training, assessments, and authorisation reviews as part of maintaining their technical role.

Where subcontractors are engaged to support inspection activities, Inspectahire ensures their competence through documented assessment and oversight in line with ISO/IEC 17020 requirements.

Employee Reviews

Inspectahire conducts an annual review for each employee, this provides an opportunity for feedback exchange between the employee and the company. Additional reviews may be scheduled when necessary to address changing circumstances or ongoing performance issues.

Objectives of the Review Process

The review process aims to:

- Confirm your current role and responsibilities.
- Identify areas for improvement in the company's operations and your specific role.
- Provide feedback on your performance, recognising achievements and areas for growth.
- Develop a personal development plan to help you and the company achieve future goals.
- Find out about how the company can deliver a better experience to your working role, working environment and positive culture development.

Review Documentation

A summary of the review will be documented and shared with the employee. You will be asked to sign it to confirm that it accurately reflects the discussion. This document will be stored in your personnel file.

Inspectahire expects all employees and managers to actively engage in the review process to foster clear communication, continuous improvement, and personal development.

Capability and Performance

Inspectahire is committed to helping employees achieve and maintain high performance standards. The company distinguishes between:

- Performance issues within the employee's control (e.g., attitude, negligence, lack of effort) → Managed under the Disciplinary Procedure.
- Performance issues outside the employee's control (e.g., health, lack of training, job changes) → Managed under the Competency Procedure.

This section outlines how the company supports employees with performance difficulties and the process followed if issues persist.

Performance Improvement Process

When an employee's performance is unsatisfactory, an informal discussion will be held to identify the reasons and possible solutions. Inspectahire will consider the following:

1. If the standards are found to be unattainable, a change management plan will be implemented.
2. If performance issues arise due to company changes, expectations will be clarified, and appropriate training will be provided.
3. If personal circumstances impact performance, support such as counselling or adjustments may be offered.
4. If the employee lacks training or supervision, additional training and guidance will be provided.
5. If a medical condition affects performance, a workplace adjustment plan will be developed following medical advice.
6. If health-related absences affect performance, medical advice will be sought to determine appropriate steps.
7. If performance concerns involve misconduct, the disciplinary procedure will apply.

For cases 1-4, performance will be monitored over an agreed period after the informal discussion. If no significant improvement is made, the issue will be formally documented, outlining the potential consequences, including disciplinary action or dismissal.

Formal Action

If informal discussions do not resolve performance concerns, formal action may be taken.

Formal Procedure

- A formal performance review meeting will be arranged.
- The employee will receive written notice outlining the concerns and meeting details.
- The employee has the right to be accompanied by a colleague or representative.

Meeting Objectives

The meeting will:

- Identify the cause of the performance issue and explore potential solutions.
- Clarify the gap between current performance and the required standard.
- Agree on an action plan, setting SMART objectives (Specific, Measurable, Achievable, Relevant, Time-bound).
- Explain the consequences of not meeting the required standard.

A written record of the meeting will be provided to the employee.

Follow-up Review

At the end of the review period, a follow-up meeting will be held to assess progress:

- If performance has improved, the employee will be informed and encouraged to maintain progress. Further check-ins may be scheduled.
- If some progress has been made but standards are not yet met, the review period may be extended.
- If no improvement has been made, management will discuss options, including:
 - Possible alternative roles within the company (if available).
 - Dismissal, if no suitable adjustments or alternative roles can be offered.
 - If the role has significantly changed, redundancy may be considered.

Any final decisions will be confirmed in writing, and employees will have the right to appeal the outcome.

Medical-Related Performance Issues

If health is the primary factor affecting an employee's performance (cases 5 or 6 above), Inspectahire will take a supportive approach while ensuring operational needs are met.

Medical Assessment and Support

- **Medical Advice:** Employees will be encouraged to seek appropriate medical attention to address any underlying health concerns.
- **Medical Reports:** The company may request a medical report from the employee's GP or arrange an independent assessment with a company-appointed occupational health practitioner.
- **Consent for Medical Reports:** Employees will be asked to provide written consent in line with the Access to Medical Reports Act 1988.

Refusal to Provide Medical Information

If an employee refuses to provide a medical report or attend an occupational health assessment, this may limit the company's ability to make reasonable adjustments. In such cases, disciplinary action may be considered, including dismissal, if the employee is unable to perform their role effectively.

Reasonable Adjustments and Disability Consideration

If the performance issue is health-related, the company will assess whether the employee meets the definition of disability under the Equality Act 2010. If so, Inspectahire will:

- Consider reasonable adjustments to support the employee's continued employment (e.g., modified duties, flexible working, assistive equipment).
- Engage in discussions with the employee to explore workplace accommodations.
- Ensure compliance with legal obligations to prevent discrimination against employees with disabilities.

Once appropriate medical treatment and/or adjustments are in place, the employee's performance will be reviewed over a reasonable timeframe to assess improvement. Inspectahire is committed to supporting employees with health conditions while maintaining fairness and operational efficiency.

Employees who require further guidance should speak to their line manager, the Operations Director, or HR Consultant.

Long Term Sickness Absence and Phased Return to Work

Inspectahire recognises that employees may experience long-term sickness absences due to serious health conditions, and we are committed to supporting a fair and structured return-to-work process while maintaining operational effectiveness.

Definition of Long-Term Sickness Absence

Long-term sickness absence is typically defined as:

- Any period of continuous absence lasting four weeks (28 days) or more due to illness, injury, or medical treatment.
- Repeated absences related to a long-term or chronic condition that impact an employee's ability to perform their role.

Notification and Ongoing Communication

- Employees must follow the Company Absence Reporting Procedure, providing medical certificates (Fit Notes) to cover any absence beyond 7 calendar days.
- The company will maintain regular and appropriate contact with employees during long-term sickness, ensuring discussions are supportive rather than intrusive.
- Employees should provide updates on their health status, including any changes in their estimated recovery time.

Medical Assessments and Occupational Health Referral

To assess an employee's fitness to work, Inspectahire may:

- Request medical reports from the employee's GP or specialist, with the employee's consent (under the Access to Medical Reports Act 1988).
- Arrange for an occupational health assessment to determine whether the employee:
 - Is fit to return to work.
 - Requires reasonable adjustments.
 - Needs a phased return-to-work plan.
- If the employee refuses to provide medical information or attend an assessment, the

company will make decisions based on available evidence, which may include capability dismissal if they are unable to return to work.

Disability Considerations Under the Equality Act 2010

If the illness or condition qualifies as a disability, Inspectahire will consider reasonable adjustments to support the employee, including:

- Changes to working hours or duties.
- Provision of assistive technology or equipment.
- Redeployment to an alternative role (if available).
- Phased return-to-work options (see below).

Phased Return-to-Work Plan

A phased return-to-work plan allows employees recovering from long-term illness or injury to gradually return to their full duties while ensuring their health and well-being.

Developing a Phased Return Plan

The company will work with the employee, possibly their GP and/or occupational health advisory to design a tailored return-to-work plan, which may include:

- Reduced working hours initially, gradually increasing over time.
- Temporary lighter duties or a modified workload.
- Regular review meetings to assess progress and any further support needs.

A phased return typically lasts 2 to 8 weeks, but the exact duration will be based on medical recommendations and business requirements.

Pay During a Phased Return

- If an employee returns on reduced hours, they may receive pro-rata pay for the hours worked.
- If eligible, the employee may receive Statutory Sick Pay (SSP) or, where applicable, Company Sick Pay to supplement earnings during the phased return.

Ongoing Support and Adjustments

- The company will monitor the employee's progress and well-being throughout the return-to-work process.
- If the employee struggles to meet the demands of their role, the company will explore

further adjustments or redeployment.

- If it becomes clear that the employee cannot return to work, discussions will take place regarding ill-health retirement, long-term disability support, or capability dismissal.

Capability Dismissal Due to Ill-Health

If an employee is unable to return to work after reasonable adjustments and all possible support options have been explored, the company may consider termination of employment on capability grounds.

Steps Before Capability Dismissal

- A formal consultation meeting will be held to discuss:
 - The employee's medical prognosis.
 - The impact of continued absence on the business.
 - Any remaining alternative options.
- The employee has the right to be accompanied by a colleague or trade union representative.
- If dismissal is the only viable option, the employee will receive appropriate notice and any outstanding entitlements, such as accrued holiday pay.
- The decision will be confirmed in writing, with details of the right to appeal.

Support and Employee Rights

Employees experiencing long-term illness or injury are encouraged to:

- Speak with their line manager or HR about reasonable adjustments.
- Use occupational health or Employee Assistance Programme for support.
- Seek advice from their GP, specialist, or trade union representative.

Inspectahire is committed to fair and compassionate handling of long-term sickness absence while balancing business needs.

- Employees will be treated fairly and transparently throughout the performance process.

- Inspectahire will provide reasonable support, including training, supervision, and workplace adjustments, where appropriate.
- Employees have the right to be accompanied at formal meetings by a colleague or trade union representative.
- Any dismissal decisions will be fair, proportionate, in line with UK employment law and ACAS best practise.

Security, Financial Authority and Data Protection

Security Responsibilities

All employees must take appropriate measures to protect:

- The physical and intellectual property of Inspectahire.
- The reputation of the company, colleagues, and clients.
- Confidential information, ensuring compliance with legal, regulatory, and company policies.

Items that Must Be Safeguarded

The following must be always kept secure and never disclosed to unauthorised individuals:

- Personnel details (employee records, contact details).
- Confidential client information (contracts, business plans, reports).
- Technical procedures and patents (proprietary processes, trade secrets).
- Locations, keys, and access codes (restricted areas, client sites).
- Alarm codes, passwords, and PIN numbers (company systems, security access).
- Information technology and databases (digital records, cloud storage).
- Financial instruments, money, and credit cards (corporate accounts, purchase orders).
- Physical plant and machinery (workshop, fleet, equipment).
- Site equipment and tools (specialist instruments, inspection kits).

Any employee who is given the responsibility to secure company premises will be given appropriate training provided with the necessary information or tools to fulfil this duty.

Failure to adhere to security procedures may result in disciplinary action.

General Data Protection Regulations (GDPR)

Inspectahire fully complies with the General Data Protection Regulation (GDPR) to ensure the privacy and security of personal data for employees, clients, and partners.

Key GDPR Principles Followed by Inspectahire

- **Lawfulness, Fairness, and Transparency:** Personal data is processed in a legal, fair, and transparent manner, ensuring individuals are informed about how their data is used.
- **Purpose Limitation:** Data is collected for specific, legitimate purposes and is not used beyond those purposes without further consent.
- **Data Minimisation:** Only the data necessary for the intended purposes is collected and processed.
- **Accuracy:** Efforts are made to keep personal data accurate and up to date, with mechanisms in place to correct or delete inaccurate information.
- **Storage Limitation:** Personal data is retained only for as long as needed for the purposes for which it was collected, and securely disposed of afterward.
- **Integrity and Confidentiality:** Personal data is safeguarded against unauthorized or unlawful processing, as well as accidental loss, destruction, or damage, using appropriate technical and organizational measures.
- **Accountability:** The company takes responsibility for ensuring compliance with GDPR principles and can demonstrate adherence to these regulations.

Employee GDPR Responsibilities

- Do not disclose business or confidential information to anyone who does not need to know it.
- Ensure secure handling of documents and data, following proper desk space organisation and information security measures.
- Do not copy company data onto personal devices without explicit permission from a Director.
- Follow company training on data protection and security best practices.

Inspectahire ensures all employees receive GDPR awareness training and provides ongoing

support for compliance.

Data Protection Officer (DPO)

The Quality Assurance Manager is designated as the company's Data Protection Officer (DPO). All GDPR queries should be directed to them.

For more information, refer to the Company Data Protection and Privacy Policy or speak with the DPO.

Personal Property

Inspectahire is not liable for any damage to or loss of personal belongings while at work or in the office. Employees are advised to:

- Keep personal items secure at all times.
- Avoid bringing valuable personal possessions to the workplace or work sites unless necessary.
- Report any lost or stolen items to management as soon as possible.

The company recommends using lockers or secure storage where available.

Out-of-Hours Access

If an employee is authorised to access company premises outside normal hours, they must:

1. Follow the OP 49 Lone and Remote Working Policy.
2. Use the WhatsApp communication tool to inform management of arrival and exit times. Note this is a communication tool for arrivals, departures or information specific to a job scope, or company event.

Failure to comply with security protocols may result in access restrictions or disciplinary action.

Copyright Compliance

Employees must comply with copyright laws when accessing, using, or distributing digital or printed materials.

- Many materials on the internet, including text, images, software, and videos, are copyright-protected.

- Employees must not copy, download, or distribute copyrighted content without proper authorisation.
- If unsure whether content is permitted for use, consult the Operations Director before proceeding.

Failure to comply with copyright laws can lead to legal consequences and disciplinary action.

Handling Misdelivered E-mails

If an employee receives an email in error, they must:

- Redirect it to the intended recipient as soon as possible.
- Refrain from using, storing, or disclosing any confidential information contained in the email.
- Report any sensitive misdelivered emails to IT or management if required.

Misuse of confidential information from a misdelivered email may result in disciplinary action.

E-mail Disclaimers

To minimise the risk of liability for any incorrect or unauthorised information sent externally, the company includes a disclaimer on all outgoing e-mails.

The following is the current disclaimer:

*Company Registration No: SC040040 (Scotland)
VAT Registration No: GB 264 1253 78
Registered Office: 1 Ferniegair Avenue, Helensburgh, Argyllshire, G84 8HB*

This email, including any attached files, may contain confidential and privileged information for the sole use of the intended recipient(s). Any review, use, distribution or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorised to receive information for the recipient), please contact the sender by reply email and delete all copies of this message. Thank you

Financial Authority

You must obtain explicit prior approval from a Director before spending or committing to spending company funds.

It is also essential that you familiarise yourself with the company's purchasing procedure OP

Unauthorised spending or failure to follow the company's financial policies may result in disciplinary action.

Passwords – Data and Cyber Security

You are responsible for the security of any information technology (IT) resources provided by the company. These resources must not be accessed or used by unauthorised individuals under any circumstances.

Password Management

User-level security is primarily maintained through strong password practices. Follow these guidelines to ensure compliance:

- Passwords must be at least 12 characters long and include a mix of upper and lower case letters, numbers, and special characters.
- Passwords should be unique and not reused across different accounts.
- Change passwords regularly, as instructed by the company, or immediately if you suspect a security breach.
- Do not share passwords or disclose them to anyone who does not require access.
- Multi-factor authentication (MFA) is mandatory where technically possible to add an extra layer of security.

Password Updates and Records

If you create or change a password for company equipment, promptly inform the Operations Assistant, who maintains a secure record of necessary access credentials. However, ensure that passwords are stored using a secure password management tool approved by the company, rather than in plain text or insecure formats.

Malicious Software

Viruses, worms, and other malicious software pose significant threats to computer security within any organization, often introduced through emails, downloads or compromised websites.

To protect company IT systems:

- Do not open suspicious emails or attachments from unknown or unexpected sources.
- Do not download or install software on company IT equipment unless explicitly authorised.
- Report any suspected malware, phishing attempts, or system irregularities immediately to the Operations Director, Operations Administrator or Quality Assurance Manager.
- Use company-approved antivirus and security software, which must be always kept up to date.

Additional Security Measures

To maintain high security standards, all employees must:

- Lock their computer screen when leaving their workstation, even briefly.
- Use company-approved storage solutions for any sensitive data; avoid storing work-related data on personal devices unless explicitly authorised.
- Not connect unauthorised external devices (e.g., USBs, external hard drives, or personal laptops) to company IT systems without prior approval.
- Report any suspected security incidents (e.g., unauthorised access, data breaches, or unusual system activity) immediately to the Operations Director, Operations Administrator or Quality Assurance Manager.

The company provides mandatory ongoing cybersecurity training to ensure employees remain informed about best practices and their responsibilities under UK data protection laws and Cyber Essentials Plus standards.

Failure to comply with these security measures may result in disciplinary action, including restricted access to company IT systems or further consequences under the company's IT security policy.

Disciplinary Procedures

This section is for information only and does not form part of your Contract of Employment.

Policy

The company is committed to maintaining a professional, productive, and respectful working environment. We expect all employees to conduct themselves in accordance with company values, policies, and procedures. Where conduct or performance falls below expected standards, the issue will be addressed fairly and consistently.

In the first instance, minor issues should be handled informally through discussion between the employee and their line manager. This provides an opportunity to clarify expectations, agree on any necessary changes, and monitor improvements. If informal steps are ineffective or the issue is serious, formal disciplinary action may be taken in accordance with ACAS best practice.

The company maintains its controlled documents, including inspection-related procedures, under the Document and Records Control Procedure (OP 03). All employees must ensure they refer to and work from the latest approved version.

The primary aim of this procedure is not to punish, but to support improvement and promote accountability.

Common Disciplinary Issues

The company may take disciplinary action in response to misconduct or performance-related concerns, including but not limited to:

- Poor timekeeping or unauthorised absences.
- Misuse of company facilities, equipment, or resources.
- Failure to follow instructions or comply with reasonable requests.
- Underperformance or failure to meet work targets.
- Breach of company policies, procedures, or safety regulations.
- Unprofessional conduct that negatively impacts the work environment.
- Confidentiality breaches or non-compliance with data protection laws.

- Reporting concerns related to inspection integrity.

This list is not exhaustive, and each case will be assessed individually.

For more information <https://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures>

Reporting Concerns Related to Inspection Integrity

Inspectahire is committed to upholding the highest standards of integrity and impartiality in all inspection activities as required by ISO/IEC 17020:2012.

All employees have a responsibility to report any concerns that may affect the objectivity, accuracy, or credibility of inspection work. This includes, but is not limited to:

- Undue pressure from clients, contractors, or internal sources to alter or influence inspection findings
- Observed breaches of inspection procedures or ethical conduct
- Conflicts of interest that may compromise impartiality.

Employees are encouraged to raise concerns as early as possible. These should be reported to the Quality Assurance Manager or Operations Director. Reports will be treated in strict confidence and investigated appropriately, without risk of retaliation.

Inspectahire supports a culture of openness and integrity, where staff are protected and empowered to uphold technical standards.

Gross misconduct

Gross misconduct refers to serious breaches of company rules that may result in immediate dismissal without notice.

Examples include:

Gross misconduct refers to serious breaches of company rules that may result in immediate dismissal without notice. Examples include:

- Theft, fraud, or dishonesty.
- Physical violence, fighting, or assault.
- Harassment, bullying, or discrimination.
- Deliberate damage to company property.

- Gross negligence that endangers health and safety.
- Breach of confidentiality, including data protection violations.
- Serious insubordination or refusal to follow lawful instructions.
- Actions outside work that damage the company's reputation.

The above list is illustrative not exhaustive, and other serious offences may also be considered gross misconduct.

If an allegation of gross misconduct arises, the employee may be suspended on full pay while an investigation is conducted. A final decision on dismissal will only be made following a fair disciplinary process.

Disciplinary Procedure

The disciplinary procedure is designed to ensure fair treatment and consistency in handling workplace issues.

Key Principles

- No disciplinary action will be taken until a full and fair investigation is conducted.
- Employees will be notified in writing of the nature of the complaint and the details of the disciplinary meeting.
- Employees have the right to state their case during the disciplinary meeting and may choose to be accompanied by a colleague or independent advisor.
- Employees have the right to appeal any disciplinary decision. Appeals will be reviewed impartially, and the outcome will be provided in writing.

Stages of Disciplinary Action

Disciplinary action is categorised into two levels: informal and formal.

Informal Disciplinary Procedures

Minor concerns about conduct or performance should be handled promptly through informal discussions with line management, note any issues should not be publicly highlighted.

Where appropriate, managers and employees should agree on:

- The issue being addressed.
- Corrective actions needed.
- A review period to assess progress.

Managers may keep a brief record of the conversation, but informal warnings will not be placed in the employee's official file.

Formal Disciplinary Procedures

Where informal efforts are unsuccessful or the issue is more serious, formal disciplinary steps may include:

- Verbal Warning which may be documented for clarity and traceability.
- First Written Warning – Issued when an employee's conduct is unsatisfactory. The warning remains on file for six months, provided there are no further concerns.
- Final Written Warning – Issued for more serious offences or if the employee's conduct does not improve. It remains on file for 12 months.
- Dismissal or Alternative Sanctions – If there is no improvement, the employee may face dismissal, demotion, role change, or loss of seniority.

Gross Misconduct Procedures

If gross misconduct is suspected:

- The employee may be suspended on full pay during the investigation.
- If the allegation is upheld following an investigation, dismissal without notice may result.

Disciplinary Appeals

Employees have the right to appeal any disciplinary action. Appeals must be:

- Submitted in writing within five working days of receiving the disciplinary outcome.
- Addressed to a Company Director who was not involved in the original decision.
- The appeal will be reviewed promptly, and the outcome will be confirmed in writing.

Grievances

This section is for information only and does not form part of your Contract of Employment.

Handling Appeals and Complaints Related to Inspection

Any inspection-related complaints or appeals from clients must be forwarded promptly to the Quality Assurance Manager. These are managed under a formal process in line with ISO/IEC 17020 to ensure impartial review and resolution.

Grievance Policy

The company encourages employees to raise concerns about workplace issues through this grievance procedure, ensuring matters are handled promptly, fairly, and confidentially.

If a grievance cannot be resolved informally, the formal grievance procedure should be followed.

Employees will not be penalised for raising legitimate concerns in good faith.

Advice

Employees may seek independent advice from:

- The company's HR consultant.
- ACAS (Advisory, Conciliation and Arbitration Service) – www.acas.org.uk

Grievance Procedure

Grievances are handled through two levels: informal and formal.

Informal Procedure

Most concerns can be resolved informally through discussion with a manager. Employees should:

- Speak to their line manager to raise concerns.
- Agree on a resolution plan where possible.

If the grievance remains unresolved, the formal procedure applies.

Formal Procedure

If informal resolution is unsuccessful, the employee should submit a written grievance outlining:

- The nature of the complaint.
- Relevant evidence or examples.
- Desired outcome.

This should be sent to the line manager or, if the concern involves them, to a Company Director.

Formal Grievance Meeting

- A meeting will be scheduled within five working days of receiving the grievance. This timeframe may have to be extended due to operational constraints, holidays, or the unavailability of key personnel. When possible, the HR Consultant should be present.
- The employee may be accompanied by a colleague or independent advisor.
- Witnesses may be called if necessary.

Grievance Appeals

If the employee is not satisfied with the outcome, they may appeal to a Company Director who has not been involved in the initial grievance process. The appeal must be submitted in writing, explaining why the employee is dissatisfied with the original decision, and must be sent within five working days.

Leaving The Company

Resignation Procedure

If you decide to resign, it is important to clearly communicate your decision to the company. While a verbal resignation is acceptable, it is preferred that you submit your resignation in writing, including the following details:

- The amount of notice you are providing
- Your intended last working day
- The reason(s) for your resignation (optional)

Providing a written resignation can help you clearly convey your reasons for leaving and assist the company in processing your departure.

Notice Period Requirements

Under UK employment law:

- If you have been employed for one month or more, you are legally required to give a minimum of one week's notice, however your Statement of Employment Particulars (contract) may specify a longer notice period—please refer to your contract for details.
- If you do not provide the required notice, you may not be entitled to full pay for your notice period or outstanding holiday pay.

Final Salary Payment

If you resign with proper notice in accordance with your Statement of Employment Particulars:

- You will continue to receive your normal salary throughout the notice period, paid on the usual payday.
- All legal and contractual entitlements will remain in effect during your notice period.
- If you have taken more annual leave than accrued, the company may deduct this from your final salary.

If you do not provide the required notice:

- You will not receive payment for any unworked notice period.
- You may forfeit outstanding holiday pay.

If you are dismissed due to gross misconduct, you will:

- Not be entitled to a notice period or pay in lieu of notice.
- Forfeit any accrued but unpaid holiday pay, unless otherwise required by law.

Recovery of Company Assets from Exiting Employees

Upon resignation or termination of your employment, the company has the right to recover certain costs, including training expenses and unreturned company property. The details are as follows:

Return of Company Property

Upon resignation or termination, you must return all company property, including:

- Mobile phones, laptops, and other devices.
- Documents (paper or electronic).
- Safety and work equipment.

Failure to return company property may result in deductions from your final salary in accordance with your contract and the Employment Rights Act 1996.

Training Cost Repayment

If you resign or are dismissed, you may be required to repay training costs under the following conditions:

- If you resign before attending a scheduled training course but the company has already incurred costs, you must repay 100% of the fee or the portion that cannot be recovered.
- If you leave during the course or within 12 months of completing it, you must repay 100% of the cost.
- Repayments must comply with the unlawful deductions clause under the Employment Rights Act 1996 and must have been previously agreed to in your contract.

Pay in Lieu of Notice (PILON)

If your employment is terminated by the company, it may choose to provide pay in lieu of notice (PILON) rather than requiring you to work during your notice period. This payment:

- Is equivalent to your basic salary for the length of your notice period.
- Does not include additional benefits such as bonuses, overtime, or pension contributions, unless otherwise specified in your contract.
- Is subject to tax and National Insurance deductions.
- Is at the company's discretion and aligns with Inspectahire's employment contract terms

Retirement

If you are considering retirement, we encourage you to discuss your plans with the Operations Director as early as possible to explore any support options, such as phased retirement, flexible working arrangements, or knowledge handover planning.

Inspectahire does not impose a fixed retirement age. If you choose to retire:

- You must provide at least the minimum notice stated in your contract.
- We encourage providing at least six months to one year's notice to allow for workforce planning and knowledge transfer.
- We recommend discussing your plans early with the Operations Director to explore phased retirement, flexible working options, or succession planning.
- It is acknowledged that each employee's retirement plan may be unique and Inspectahire has a supportive approach to flexible and phased retirement.

For guidance on pensions or retirement planning, employees are advised to seek independent financial advice or consult their pension provider.

Exit Interviews

When leaving Inspectahire, an exit interview will be conducted with you, supported by an HR representative, and led by the Operations Director and/or Managing Director.

The purpose of the exit interview is to:

- Ensure a positive and professional separation.
- Address any outstanding administrative matters, including final pay, benefits, and company property return.
- Gather constructive feedback to help improve workplace practices and employee experiences.
- Clarify any post-employment obligations, such as confidentiality or non-compete clauses (if applicable).

Exit interviews offer a chance for open and constructive discussions. While participation is encouraged, employees are not required to share any information they are uncomfortable disclosing. All feedback will be treated with the highest level of confidentiality and used to enhance company practices and employee experience.

Inspectahire values departing employees' insights and appreciates their contributions to the company.

End of Document.

QMF 45 Employee Handbook - Rev 06

Final Audit Report

2025-07-22

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