

People and Wellbeing Policy

Purpose

This policy sets out our commitment to providing an inclusive, rewarding, fair and sustainable working environment. This policy applies to all our employees working in riskHive Software Solutions Ltd and riskHive Technical Services Ltd.

Requirements

Equality, Inclusion and Diversity

- No job applicant or employee will receive less favourable treatment on the grounds of sex, race, age, ethnic origin, marital status, pregnancy and maternity, civil partnership status, any gender re-assignment, religion or belief, sexual orientation, disability or part-time/fixed-term work.
- Employees will be protected from discrimination by association.
- We will promote a culture where employees recognise the value that an inclusive workforce brings to our business; and where colleagues and external associates are treated with dignity and respect.
- We have zero tolerance to discrimination, victimisation, bullying, harassment, violence, and aggressive behaviour at work and as such we will create an environment where anyone believing they have been subjected to any of these is entitled and feels safe to raise such concerns. Dealing with these concerns will be addressed in a compassionate, efficient, and timely manner.
- Employees will be appointed based on merit. Merit means the selection of the most effective & efficient person having regard to the ability, qualifications, relevant experience, and personal qualities that are necessary for the effective performance of a position.

People Management

- Appropriate induction and on-going training, development and progression opportunities will be provided to all employees.
- Remuneration (financial and non-financial) will reflect the capability, skills, and experience of the individual.
- Mechanisms will be in place to evaluate, monitor and manage employee performance through feedback, development, and review conversations.
- Employees are encouraged to raise concerns informally, as well as through formal processes.
- Appropriate arrangements will be in place to support our employees who leave the company through retirement, redundancy, or termination (voluntary or otherwise).

Wellbeing at work

- We will provide wellbeing support to our employees by staying connected, keeping them involved in various aspects of the business, we encourage them to support each other, and we take notice and assist when support is requested or identified.
- All staff are treated with dignity & respect, we encourage staff to look after their own mental & physical health and that of their families.
- Team talks are our open environment to encourage staff to ask questions or share significant news and this is proving to be positive support network for everyone involved as there is no fear of judgement, everyone is understanding, positive and empathic.
- We will not tolerate the use of alcohol, drugs or substances that will cause impairment upon the ability of our employees to work safely.
- We will evaluate our performance to support continuous improvement.

Compliance with employment laws, regulations, and client requirements

- We must demonstrate full compliance with all relevant employment, UN human rights, legislation, standard, regulations and contractual requirements for screening and vetting.

Measure of success

We measure our success of the implementation of this policy by:

- Seeing our employees enjoy working with us, resulting in greater engagement and productivity.

Signature and date

24.02.24

A handwritten signature in blue ink, appearing to read "Sandu Hellings".

Sandu Hellings – Managing Director