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# ***JOINING OUR ORGANISATION***

## ***A) PROBATIONARY PERIOD***

You join us on an initial probationary period of six months. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time.

We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

## ***B) EMPLOYEE TRAINING***

At the commencement of your employment you will receive training for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the business. It is a condition of your employment that you participate in any training deemed necessary by us for you to reach the required levels of attainment standards. This clause does not apply to individuals taken on as apprentices for as long as the apprenticeship continues. It will begin to apply as appropriate should your employment continue once the apprenticeship has concluded.

## ***C) INDUCTION***

At the start of your employment with our Company you are required to complete an induction programme, during which all our policies and procedures (including Health and Safety) will be explained to you. Information relating to these will be given to you at the induction.

## ***D) JOB DESCRIPTION***

Amendments may be made to your job description from time to time in relation to our changing needs and your own ability.

## ***E) PERFORMANCE AND REVIEW***

Our policy is to monitor your work performance on a continuous basis so that we can maximise your strengths, and help you overcome any possible weaknesses. You will be expected to follow and adhere to your 12 week plan.

## ***F) JOB FLEXIBILITY***

It is an express condition of employment that you are prepared, whenever necessary, to transfer to alternative departments or duties within our business. During holiday periods, etc. it may be necessary for you to take over some duties normally performed by colleagues. This flexibility is essential for operational efficiency as the type and volume of work is always subject to change.

## ***G) MOBILITY***

Although you are usually employed at one particular site, it is a condition of your employment that you are prepared, whenever applicable, to transfer to any other of our sites. This mobility is essential to the smooth running of our business.

## ***H) TRAINING AGREEMENT***

The Company has a policy of encouraging its employees to undertake training in order to further their career within the organisation. This will include assisting with costs of the training. However, in the event of termination of employment, for whatever reason, the Company will seek reimbursement of the costs in line with the Training Agreement. Further details are available separately. This clause does not apply to individuals taken on as apprentices for as long as the apprenticeship continues. It will begin to apply as appropriate should your employment continue once the apprenticeship has concluded.

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