



## **INDUSTRIAL RELATIONS POLICY**

In order to maintain effective discipline and control throughout our site construction operations, we believe in a strong and professional management structure to implement our Industrial Relations Policy with respect to this particularly important aspect of construction management. We believe it is necessary for us not only to be aware of, and apply appropriate agreements, but to influence the creation and subsequent improvement of such agreements. Our ongoing practice is to regularly meet local trade union officials in order to establish a continuing rapport. Additionally on major multi-contractor projects we believe in early consultation with other construction contractors in the establishment and agreement of local practices.

### **The Policy**

The policy of the company is that the employment and operation of the labour shall be carried out within both the written requirements and the spirit of all the appropriate employment legislation. The responsibilities for ensuring compliance with the company policy shall rest with senior management who shall through their individual and collective responsibility ensure the correct implementation of the policy.

The company will ensure that every employee is aware of their terms and conditions of employment which are to be strictly in accordance with those laid down in the appropriate substantive agreement, under which the company conducts its operations. Each employee must conform to these terms and conditions that will be upheld by the company at all times. In order that the company operates within the framework of the objectives of the policy, all the agreed procedures will be strictly adhered to and particular emphasis will be made on the recruitment, discipline, grievances and dismissal of operatives.

Senior Management will, so far as reasonably practicable, endeavour to maintain an ongoing good relationship with the relevant trade unions and their respective officials. The company will participate with representatives of other mechanical contractors and trade union officials in the case of our operating on a multi contractor site, in order to maintain acceptance and agreed working conditions of all operatives.

## **Recruitment and Selection Procedures**

Recruitment and selection of all labour is carried out at Head Office. Labour is recruited from a known pool that has demonstrated required skills over many years. Should additional labour be required the following techniques are applied before selection is made:-

- Completion of application form and medical questionnaire
- References are checked
- Trade tests are undertaken

For ETS Group



**M Cole**

**July 2021**

**Managing Director**