

Working Practices Policy

Employees are the Company's most valuable asset and as such, GHP Consultancy is committed to promoting a structured working environment which allows staff to have an active and regular role in the day to day management of the company, translating the most effective working practices into real benefits to our clients and customers.

Our commitment to good working practices;

- Weekly team meetings to encourage sharing of information and ideas, communication of performance and the opportunity to create an effective feedback loop
- Monthly staff meetings to promote company working practices and encourage personal involvement in all aspects of the business
- Open door policy encouraging staff to have regular one-to-one contact with senior staff
- Regular internal communication by e-mail as and when necessary to keep staff up to date, in writing, with updates in customer systems and company policies/procedures. Where necessary, staff will be required to confirm their understanding of updates by return e-mail and encouraged to seek further guidance if they need further clarification.
- Official appraisal system whereby employees and line managers have the opportunity to discuss personal performance and future development on a bi-annual basis
- Training and development will be offered on a continual basis to staff as required and staff will also be encouraged to seek out opportunities which they feel would enhance their personal development
- Flexible working hours will be offered to staff, within the constraints of customer requirements, recognising the need to achieve balance between work and personal lives
- Overtime and incentives will be offered to staff to recognise achievements and commitment to the continued growth of the company

The Partners of GHP Consultancy will monitor and review this policy on an annual basis.

Working Practices Policy approved August 2004. Reviewed August 2006.

Paul D Davies
Managing Partner