Employee Retention Policy

**Introduction**

COMPANY recognises the valued contribution employees make to the success of the company. As such, employee retention is regarded as a fundamental business priority. In order to ensure these valued employees are retained within the business the below policy has been introduced.

**Policy Aims:**

The procedures outlined within this statement are undertaken with the aim of formalising the procedure for retention of key staff. A emphasis will be placed on those with critical skills or experience in a field where recruitment is difficult. In addition, the retention of employees from designated groups as stipulated under the Employment Equality Acts 1998-2015 will be a key focus of this policy and company procedure.

**Procedures:**

In order to attract and retain employees COMPANY will employ the following actions:

**(DELETE OR INCLUDE AS REQUIRED)**

* Accurate Job Descriptions will be created for each role and provided at recruitment stage
* An effective and well-structured induction will be provided to all new employees. This induction process will be reviewed annually to ensure it remains effective
* Salary surveys will be used to benchmark salaries and benefits accurately to ensure these remain in line with/ahead of industry norms
* Exit interviews will be conducted consistently and staff turnover will be reviewed quarterly
* Staff appraisals will be conducted twice annually to allow employees the opportunity to raise any issues that may increase the risk of losing key skills
* Training Needs Analysis will be carried out annually and career development plans created by consultation between the employee and line manager. These Career Development plans will be reviewed quarterly
* Formal Training will be provided where it is deemed necessary/beneficial
* Employee benefits such as the below will be offered:
  + Pension
  + Health Insurance
  + Study Leave
  + Etc.
* All flexible working requests will be given consideration and refusal will only occur if genuine business grounds exist
* Reasonable Accommodation will be provided to employees who require such as a result of a diagnosed medical condition or disability
* Management will make every effort to ensure good channels of communication are provided and utilised to ensure all staff are kept informed of all news that could affect the business and/or any upcoming business events
* The company grievance procedure will be recommunicated to all staff. Any complaints received will be dealt with in a timely and effective manner in line with the grievance policy
* A staff survey will be conducted on an annual basis. The results of this survey will be published and measures will be put in place to make improvements where it is deemed beneficial to do so

**Compliance with this policy**

All levels of management have responsibilities under this policy. While the overarching responsibility for ensuring implementation of this policy will lie with (CEO/HR Department/Member of Senior Management), all managers must take proactive steps to ensure it is enforced effectively within their own department.