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## **HR POLICY STATEMENT**

Elite is committed to providing an efficient service, to all its clients and has a commitment to all its staff members.

Elite accepts its ethical responsibilities and recognises its obligation to conduct its activities in full knowledge of, and compliance with, the requirements of relevant legislation.

Elite achieves this by adopting a policy of best practice in staff recruitment, training and management.

The principal objectives of Elite's HR-related policies, protocols and systems are to ensure that:

- All employees are selected and recruited based upon their attitude, skill, competency, and aptitude;
- The philosophy and management style of the Directors, senior management and staff members are such as to promote and encourage motivation and retention of the best employees;
- Professional relationships between staff members are based on mutual trust, fairness and equality of opportunity for all;
- The dignity of all employees is respected by the management team and fellow employees;
- No employee is subjected to discrimination or bullying of any kind;
- All employees are trained to carry out their role competently, and adopting best practice, and are supported to advance their continued professional development;
- Communications between the senior management team and other employees, are mutually accepted as open and honest;
- The Finance Director is the HR contact at Elite. This person is available to provide professional advice, guidance and practical support to all employees in matters relating to their employment.
- Line managers are responsible for ensuring that the contents of this HR Policy Statement are employed within their own departments. Elite's HR contact must always be consulted before any action is taken in relation to any employee and their employment. This person is available to be contacted to answer any queries relating to the application or interpretation of this statement and the policies, protocols and systems it represents.
- This HR Policy Statement will be reviewed on a regular basis, where the Practice reserves the right to alter any provisions previously set-out from time-to-time, as required.

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Signed

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Simon Hewson - Managing Director

Date: 1-5-24