

## Employee Policy

Horner Brothers success depends upon the contribution of all its employees. We recognise that fair and effective employment policies are essential to the achievement of that success.

We have identified the following key policy areas, which we consider are essential to the future success of the Company:

- **Diversity** – we operate a culture where inclusion is the norm and equality irrespective of any distinguishing personal characteristic such as gender, ethnic origin, disability, religion or belief, sexual orientation, age, or any other is promoted through recruitment, staff development and work practices. We aim to recruit both internally and externally in a way that is effective, efficient and fair.
- **Training and Development** – through the provision of training and development and appropriate support we aim to equip our employees with the skills to do their jobs effectively and progress their career. We invest and support our employees to undertake further education to obtain professional qualifications such as NVQ, NEBOSH, CIMA, AAT, HND amongst others. We are recognised as an Investor in People and are committed to the continuous development of all our staff, such that every employee is able to develop to their maximum potential.
- **Health & Safety** – we create a working environment where the health, safety and well being of our employees is a priority. We will take all reasonable steps to prevent work related ill health and we support the general well being of our employees through investment in an Occupational Health Scheme. We will provide Personal Protective Equipment to ensure that those operations, which are deemed hazardous, are identified and appropriate PPE is issued and used.
- **Communication, Listening and Employee Involvement** – our business depends on our employees and we believe in sharing our business goals and encouraging contribution through listening to ideas and promoting suggestions through 'The Bright Ideas' staff suggestion scheme. We hold regular management meetings, carry out weekly department meetings, provide regular all staff up date briefings and publish a quarterly newsletter. We are continually developing our communication processes and introduced an employee consultation committee in May 2008.

HBPG recognises that the success of these policies requires that there should be an awareness and acceptance of them at every level of the organisation. The successful development, implementation and operation of employment policies requires the support of all employees and we aim to create a culture where this is without question.



Judith Fox  
Managing Director