

Staff Retention Policy

Watkin Jones Group recognises the contribution employees make to its success. It also recognises that to maintain a committed and competent workforce, it needs to ensure that there is adequate employment processes (recruitment, selection and placement) within the business to ensure valued employees with needed skills and experience are retained within the business.

The purpose of Watkin Jones Group staff retention policy is to allow senior and line managers to effectively retain staff by providing information on staff retention and some possible staff retention techniques. The aim is to prevent the loss of competent staff from the Department, which could have an adverse effect on service delivery.

To achieve these aims, Watkin Jones Group undertakes to:

- Provide flexible work arrangements that will suit the employee and their life styles.
- Continually provide employees an opportunity to develop by trusting them with high profile responsibilities.
- Value and reward employees who are performing well.
- Conduct performance reviews which must take place formally on an annual cycle basis. Performance reviews are a two way process as it includes colleague and line manager feedback.
- Practices are adopted to promote staff development which include, formal and informal training, career development, study aid, role rotation and coaching and mentoring.

The effectiveness of this policy and its techniques are to be evaluated and monitored by analysing the internal staff turnover trends and benchmarking against competitors.

Watkin Jones Group invests heavily in the recruitment, training and development of its employees and, as such, every effort is made to retain those employees who have scarce / critical skills and / or experience. The application of this policy will contribute to a further competent, motivated workforce and improved service delivery.

Staff Retention within Watkin Jones Group is the responsibility of the Human Resources Department. The policy will be reviewed on a yearly basis

Revised 2018

