

# Human Resources Statement

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## Our aim

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Elevated Aspirations Ltd® is committed to achieving its business objectives through its people. We accept our ethical and obligations to conduct our activities in full knowledge of, and compliance with, the requirements of applicable employment legislation and Approved Codes of Practice. Elevated Aspirations Ltd® will achieve this by adopting best practice in all people management procedures.

The principal objectives of the Human Resources Policy are to ensure that:

- All employees are selected, and recruited into the organisation, based upon their attitude, skill, competency, and aptitude.
- The employment relationship is based on mutual trust, fairness and equality of opportunity for all.
- The dignity of all employees is respected by their managers and fellow employees.
- No employee is subjected to discrimination or bullying of any kind.
- All employees are trained to carry out their role competently, in compliance with relevant legislation and guidance, and are supported to develop to their full potential
- Communications between management, employee representatives and individuals are mutually accepted as open and honest.
- The Human Resources Department provides professional advice, guidance and practical support in employment matters to all levels of the business.

The HR department should be consulted before action is taken and can be contacted to answer queries relating to the application or interpretation of the Human Resources Policy.