

Capability Policy



1 Objectives

- 1.1 To ensure that there is a clear process for the management of capability issues which gives the best opportunity to resolve any issues whilst protecting the needs of the Service Users we support with our clients.
- 1.2 To ensure that Xander Recruitment Group understands the reasons for any capability issues and investigates and addresses them where necessary
- 1.3 To address any skill shortages to deliver the best possible service to our Clients
- 1.4 To make it clear that dismissal is a last resort and that a proper process will be carried out before it will be deemed necessary for Xander Recruitment Group to dismiss any employee for capability reasons.

2 Policy

- 2.1 This policy is designed to provide a framework within which managers can work with employees to maintain satisfactory performance standards and to encourage improvement where necessary.
- 2.2 This policy is not to be used in circumstances where the Discipline Policy and Procedure applies, i.e. in circumstances of poor behaviour, deliberate wrongdoing or omissions. Although long-term sickness absence is also a capability issue, these will be dealt with separately under the Sickness Absence Policy and Procedure
- 2.3 Any data collected as part of this policy will be processed in accordance with current data protection legislation, the Privacy Notice issued to staff and our Data Protection Policy and Procedure. Xander Recruitment Group appreciates that certain health data and medical reports will be Special Category Data and they will process this data accordingly.
- 2.4 It is essential that steps are taken to address poor performance or other capability issues as soon as possible. Staff should understand that it is critical that this action is taken, given that we are responsible for the health of members of the public. We will, therefore, comply with all best practice and regulatory guidelines in this respect.

Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED

A handwritten signature in black ink that reads 'Alex Stockley'.

Date: March 2024