

Joining Our Company

A) PROBATIONARY PERIOD

You join us on an initial probationary period as advised by your job offer letter. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance does not meet the required standard, or for some other reason you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time. We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

Probationary periods can vary depending on the job being applied for, from 1 to 3 months.

B) EMPLOYEE TRAINING

At the commencement of your employment you will receive an induction for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the business. It is a condition of your employment that you participate in any training deemed necessary by us for you to reach the required levels of attainment standards.

C) INDUCTION

At the start of your employment with Viamed Group of Companies (Viamed Ltd, Vandagraph Ltd, Vandagraph Sensor Technologies Ltd) you are required to complete an induction programme, during which you are expected to familiarize yourself with our policies and procedures (including Health and Safety) which are available for everyone in the system.

D) JOB DESCRIPTION

Amendments may be made to your job description from time to time in relation to our changing needs and your own ability.

E) PERFORMANCE AND REVIEW

The Viamed Group of Companies hopes that by monitoring your work performance on a continuous basis we can build on your strengths, and find ways to overcome any weaknesses.

F) STAFF APPRAISAL SCHEME

We have a staff appraisal scheme in place for the purpose of monitoring staff performance levels with a view to maximising the effectiveness of individuals.

G) JOB FLEXIBILITY

It is an express condition of employment that you are prepared, in exceptional circumstances, to transfer to alternative departments or duties within Viamed Group of Companies on a temporary basis only. During holiday periods, etc. it may be necessary for you to take over some duties normally performed by colleagues. This flexibility is essential as the type and volume of work is always subject to change, and it allows us to operate efficiently and gain maximum potential.

H) TRAINING AGREEMENT

The Viamed Group of Companies has a policy of encouraging its employees to undertake training in order to further their knowledge and/or development within the organisation along with maintaining existing knowledge. This will include assisting with costs of external training.

However, in the event of termination of employment, for whatever reason, the Viamed Group of Companies will seek reimbursement of the costs of any external Training, within the previous two years.

I) DISCLOSURE AND BARRING CERTIFICATE(S)

Your initial employment may be conditional upon the provision of a satisfactory Disclosure and Barring Certificate DBS of a level appropriate to your post. You may be required to consent to criminal record checks initially and from time to time during your employment as deemed appropriate by the Viamed Group of Companies. In the event that such certificate(s) are not supplied your employment with us will be terminated

J) CONVICTIONS AND OFFENCES

During your employment, you are required to immediately report to Viamed Group of Companies any convictions or offences with which you are charged, including traffic offences if you carry out any driving for the company

K) POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION

1) As an organisation using the Disclosure and Barring Service and/or Disclosure Scotland to help assess the suitability of applicants for positions of trust, we comply fully with the Disclosure and Barring Service/Disclosure Scotland Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. We also comply fully with our obligations under the Data Protection Act.

2) Disclosure information is never kept in an applicant's personnel file. It is always kept separately and securely in lockable, non-portable storage containers with access strictly controlled and limited to those who are authorised to see it as part of their duties in accordance with Section 124 of the Police Act 1997.

3) We maintain a record of all those to whom disclosures and disclosure information has been revealed and we recognise that it is a criminal offence to pass the information to anyone who is not entitled to receive it.

4) Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

5) Once a recruitment (or other relevant) decision has been made, we do not keep disclosure information for any longer than is absolutely necessary in order to allow for the consideration and resolution of any disputes or complaints. Where appropriate, the Disclosure and Barring Service/Disclosure Scotland will be consulted and full consideration will be given to the data protection and human rights of the individual.

6) Once the retention period has elapsed, we will ensure that any disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. a waste bin or confidential waste sack). We will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of the disclosure. However, we may keep a record of the date of issue of the disclosure, the name of the subject, the type of disclosure requested, the post for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment (or other relevant) decision taken