

Holyland Tour and Travel

Staff Involvement guideline

Introduction

Our company Holyland Tour and Travel is an emerging company which recognizes the vital role of staff involvement in ensuring the sustainable action plan and we acknowledge them as a driving force for sustainable business improvements and the staffs feel valued and motivated to deliver a high standard of tour service. It is about effective partnership working, good communication and real teamwork. The purpose of having this guideline is to try and ensure that all staff has an opportunity to be involved in decisions that affect them by putting in place processes and procedures to develop a consistent approach to involving staff help inform decision making.

Staff Involvement will work towards improving the quality of working life and work life balance in line with the improving working lives initiative.

Key Principles

Holyland Tour will invest in developing leadership and team working skills which will support more development of open, participative working styles and greater empowerment of teams.

Holyland tour will foster good working relationships with staff and trade unions.

Holyland will work to continually improve communication systems and to provide a culture of openness.

Holyland will regularly monitor and evaluate its progress in terms of partnership working and staff involvement.

Implementing of Staff Involvement

The following points are examples how Holyland is working towards delivering its commitment to staff involvement.

Holyland is committed to ensuring the effective involvement of staff in the planning and decisions making process and that staff are involved in all plans for service change and development. These enable the staffs to contribute to specific topics where they have an interest or expertise. The following are some of the key mechanisms.

Staff Rights and Responsibilities:

To have a safe, secure and healthy workplace with policies which can actively promote our health and well-being of working practices

- an environment that is safe and healthy both physically and psychologically
- be treated with care and consideration for our welfare when unfit for work receive appropriate Remuneration and reward
- be able to question and challenge in a constructive and proactive way

- be treated with fairness in discipline or for any dispute and have a right of appeal
- Have equality of opportunity for employment and advancement

We all have a responsibility to:-

- Make our work environment safe and healthy for ourselves and others
- Update our skills and knowledge in order to be able to practice/work safely
- Not to harass, bully, discriminate against or behave violently towards others
- By conserving energy with in the office.
- Reducing by reusing also to reduce wastage of resources.
- Giving care of office plants and other materials.
- Proper use of printing paper and related Etc
- Treat everyone we meet in the course of our work as we would wish to be treated ourselves:
Fairly, equally and with dignity
- Recognize and respect diversity of people and promote an environment which values these
Differences
- Care and provide a cost effective, high quality service for patients and their relatives

Monitoring and Review

Our company is committed to ensuring that the principals and practice of staff involvement are embedded in the culture of the organization and directly improve both the working lives of staff and the quality of service to users. Monitoring and reviewing progress in this area is, therefore, key to demonstrating success.

The effectiveness of this guideline in achieving staff involvement will be monitored as follows: -

- Through the Staff Involvement Group
- Monitoring the action plan agreed following the results of the annual staff survey

Depending the condition of the company and staff it will be reviewed with rules and regulation based on national and international rules in combination of our company working condition.