



A Higher Level of Reliability®

### FIT TO WORK POLICY

Through appropriate support and management action, Applied Inspection aims to maximise employees' attendance in order to maintain a high performing staff team to deliver excellent services to our customers.

Applied Inspection aims to ensure fair, equitable and consistent treatment of staff, reduction of costs associated with sickness absence and compliance with the Equality Act (previously Disability Discrimination Act) on absence management for clear standards of performance and procedures. This Policy is to be read in conjunction with the Health and Safety Policy.

While it is recognised that employees may occasionally be absent due to sickness, any absence has an impact on:

- other members of staff.
- our ability to deliver high quality services

Therefore, the aim of this Fit for Work Policy is to:

- set out systematic procedures for maximising fitness for work.
- give a clear performance standard for attendance.
- clearly indicate the consequences of not meeting the performance standard for attendance.

Where possible, the manager will:

- actively support the employee to maximise their level of fitness for work, for example:
- provide reasonable support to those with ill health to return to work at full capacity at the earliest opportunity.
- take action where attendance levels fall below required performance standard.

Where possible, each member of staff will:

- actively support their own fitness for work

**Joe Morgan**  
Managing Director

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