



EXE EAR CARE

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POLICY TITLE – Recruitment policy

POLICY NUMBER – 006

Date authored – 24/07/2024

Next review - 23/07/2025

REFERENCE

- A.
- B.
- C.

AUTOMATION

1. Exe Ear Care is a company that was set up by MR R Toon and as part of the design of that company, automation was built into the administrative arm. This is deliberate and allows efficiency with repetitive tasks – i.e. invoicing.
2. To achieve this, special programming of MS Access was undertaken, with extensive testing to identify and remove errors.
3. The software was called Communication, Commercial and Clinical Database for Ear care (3CDE)
4. This software greatly increases efficiency and therefore removes the need for the company to employ administrative staff.

CLINICAL STAFF

5. The decision on whether to grow the business and hire extra clinical staff is owned by the shareholders. Currently there is no appetite to grow so no further clinicians will be hired.
6. Should the company choose to grow in the future, any prospective hire must be suitably qualified and experienced for the role including;
 - a. Diploma in Ear Care.
 - b. 12 months of experience.
7. No favour nor disadvantage will be given based on protected characteristics.

FRANCHISE

8. The design of the company makes it an attractive prospect for a franchise proposition. There are no current plans to explore this avenue.
9. The decision to franchise is owned by the shareholders. To take that decision would represent a significant increase in governance work, adherence to legislation, insurance and financial services, manning etc. Therefore, any decisions to franchise would have to be taken extremely carefully.

SUMMARY

10. Exe Ear Care is a small family business with only 1 employee, its founder. There is no intention to increase the staff numbers. This policy therefore is quite thin and represents hypothetical situations in the future.

REVIEW

11. This policy is to be reviewed annually as per the date in the header. It may be appropriate to review sooner if there is significant change in regulation.

AUTHORITY

12. This policy was written today the *24th July 2024* and is enacted with immediate effect. All directors and employees of Exe Ear Care are to follow the guidance and direction within.



R. J. Toon
CEO.