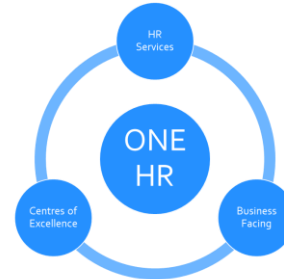


Internal Announcement

1st July 2019

Creation of ONE HR team



I am pleased to announce the creation of “ONE HR”, the consolidated HR team covering all businesses in the UK Alliance Automotive Group of companies which comes into effect from today. ONE HR explains a revised structure within the team and in addition we are introducing two new systems which will help us to streamline some of our processes in respect to hiring and case management.

Systems

We are introducing a ***ticketing system*** for all of our enquiries, the same as is currently in use in the IT department. When you contact HR, you will be allocated a “ticket” reference. This is the log of your query and you will get an automated response. This ticket will then be reviewed by the HR services team and will either be responded to or allocated to the relevant member of the HR team depending on the complexity and/or nature of the enquiry.

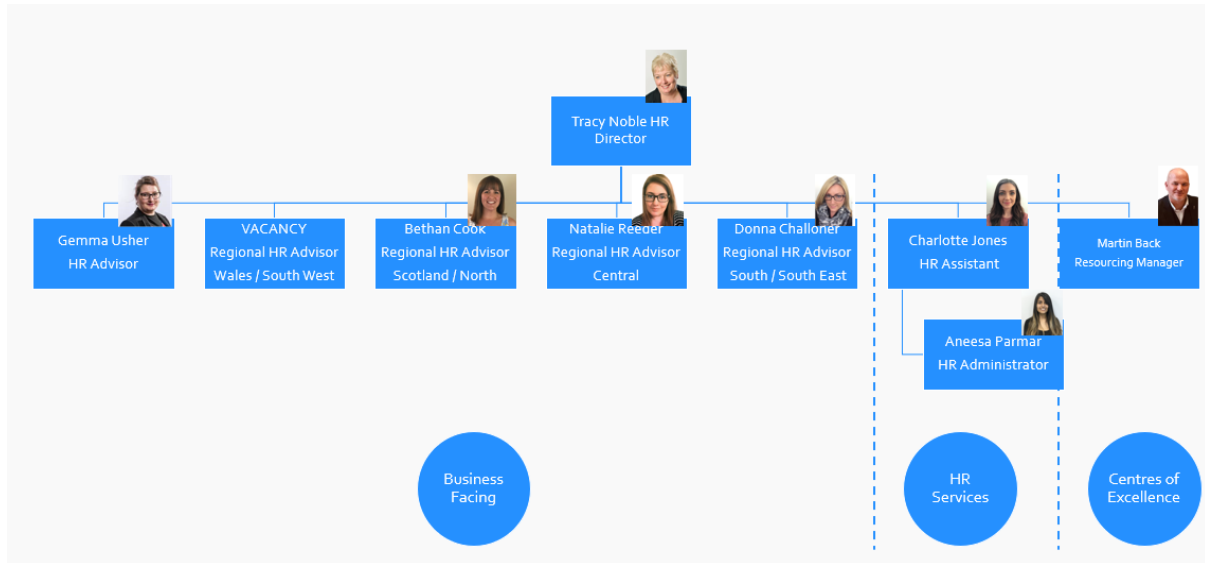
We are also launching our ***Applicant Tracking System (ATS)*** – Networx. This system will manage the approvals to hire staff, manage advertising, track candidates and automate the offer process. Full training is to be given to hiring managers.

The HR Team

The HR team is made up of three disciplines, **HR Services** – this is the administration, first line resolution and reporting function; **Business Facing** – these are the HR Advisors who are responsible for case management in their particular regions and finally, **Centres of Excellence** – at the moment this only covers recruitment, but we will be adding to this function in due course.

In order to better support our business we are changing how we structure the business facing part of the team. At present, the HR Advisor’s predominately look after a specific Company or business unit. From today, we have split the country into 4 regions, so whether you are FPS, Apec, LV or CV subs, Platinum International or Trading Groups you will share the HR Advisor for your particular region. There is a separate communication which shows how the regions are split by location being sent to Managers.

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For the short term, the Wales and South Western region will be covered by the existing team whilst an advisor is recruited.

How to contact HR

If you wish to speak to someone in HR, you are asked not to contact your HR Advisor directly for your initial enquiry. Instead you should call 01908 921530, or alternatively, you can email your enquiry to: hr@allianceautomotive.co.uk

For recruitment queries, please contact the recruitment team on 07568 136873, or alternatively you can email your enquiry to aag.recruitment@allianceautomotive.co.uk

Regards

Tracy Noble
HR Director