

## **Recruitment and selection policy.**

### **Purpose**

The purpose of this policy is to ensure that the company employs and promotes the most appropriate employees in a fair and consistent manner free from discrimination.

### **Scope**

This policy covers all current employees and applicants for employment with the company.

### **Policy**

The company is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees, or promoted employees.

The company will monitor the composition of its workforce, in order to identify areas that may need positive action measures to promote equal opportunity and diversity.

### **Advertising**

Advertising of all positions will be carried out both internally and externally. All employees (including fixed-term employees) will be notified of any positions that arise during their employment by way of these being posted on the staff notice board.

Advertisements will make clear, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation. Details of positions will be fully circulated so as to ensure access to all applicants..

### **Screening**

Screening will be carried out by matching details of applicants to the requirements of the job. The screening criteria will be applied consistently to all applicants.

### **Testing**

If it is necessary to use selection tests for a job, they will only relate to non-biased, genuine objective requirements of the role. Records of any testing undertaken will be retained for a period of one year.

### **Interviewing**

The interviewing process will be carried out in the following way:

- no assumptions will be made on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation
- questions will relate to the requirements of the job as established in the job description and the person specification
- applicants will be assessed at the end of interviewing against pre-defined criteria

### **Promotion**

All employees will be aware of the promotional and career opportunities available to them from details circulated through the intranet and notices posted at prominent points. Training and job

experience needed for promotional opportunities will be open to all employees. Promotion will be determined by merit and performance against objective criteria.

Unsuccessful internal candidates will be given feedback so as to facilitate improvement. Training in giving feedback will be provided to managers charged with this task.

No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

### **Training**

All relevant staff, including those on fixed-term/part-time contracts, will have equal access to training opportunities, whether training is relevant to their current job, or to enhance promotional opportunities.

### **Medical check**

Upon commencement of employment an employee will be required to complete a medical assessment form. This medical form will focus on the health and wellbeing of the employee in carrying out their job role and duties, as well as ensuring that any duty to make reasonable adjustments is complied with.

### **Employment of foreign nationals**

The company will only employ workers who are legally entitled to work in the United Kingdom. All employees will be required to undertake an appropriate right to work check, regardless of their nationality, by reviewing appropriate immigration documents or by accessing an online right to work check.

### **Records**

The company will retain, for at least one year, all records arising through the recruitment process in compliance with the legitimate basis of consent.