

## **RECRUITMENT POLICY**

The Company always strives to recruit the best person for the job. Our recruitment and selection procedures have been designed to ensure that they are fair, consistent and provide equality of opportunity. All selection decisions are based solely on ability irrespective of gender, ethnic origin, disability, marital status, race, religion, and responsibility for dependants, nationality, skin colour, sexual orientation or age.

We consider all current legislation covering equal opportunities and apply this to every stage of our recruitment and selection process:

- Job design
- Person specification
- Job advertisements
- Short Listing
- Interviewing and assessment
- Selection

### **We provide recruitment process training and guidance to ensure the following:**

- The applicant has the necessary job skills and qualifications required to do the job.
- The interview is conducted objectively and relevant the requirements of the job.
- Avoidance of all discriminatory language or implications.
- That above all we remain open minded.

All applicants are required to complete an application form. This included a separate equal opportunities section. In Northern Ireland we also monitor applications in compliance with the requirements of the Fair Employment and Treatment (NI) Order 1998. This information is not used as the basis of any employment decision.

All licensing and vetting of potential candidates is done in line with the requirements of BS7858:2012.

Personal information is used only for limited purposes in accordance with the Data Protection Legislation.

Our recruitment processes, procedures and policies are regularly monitored and reviewed and updated where necessary.

### **Related Policies and Procedures**

- Equality and Diversity policy.
- Equal Opportunities policy.
- Structured Interview Process.