



**RECRUITMENT & SELECTION**  
POLICY

# RECRUITMENT & SELECTION POLICY

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The purpose of this policy is to promote and maintain fair and effective recruitment and selection procedures across the company and to ensure consistency in their application.

Recruiting the most talented individuals is essential to the ongoing success of the company. Whilst the principal recruitment task is to get the right person for the right job, selecting individuals who will contribute to an inclusive and stimulating team is of equal importance.

The company achieves this through transparent, equitable and non-discriminatory policies and procedures, which enable the fair treatment of applicants as well as demonstrating a broader commitment to the principles of equality and diversity.

This Policy provides an overview of the company's approach.

## Policy Scope

This policy applies to the recruitment and selection of all professional services salaried staff and sets out the broad principles that govern recruitment practice.

Our Equality and Diversity Statement is as follows:

In order to uphold our commitment to equality of respect and opportunity, we will treat all people with equal dignity and respect and ensure that no person will be treated less favourably because of her/his role at the company, age, disability, gender (including gender reassignment), race or ethnicity, religion or belief, sexual orientation or social and economic background.

It is essential that recruiting managers involved in the recruitment and selection of staff make themselves aware of both this policy and the relevant supporting guidance.

Equally, it is essential that recruiting managers ensure that any recruitment agencies or external experts involved in supporting the recruitment and selection of staff are also made aware of both this policy and the supporting guidance.

## Policy Principles

Recruitment at the company will be fair, transparent and subject to open competition, whether internal or external, with the consistent aim of identifying and appointing the best candidate for a role on the grounds of merit.

The company is committed to delivering the recruitment and selection of staff in a professional, timely and responsive manner. All recruitment is advertised through the company's website and on Indeed jobsite.

Selection decisions should be explicitly based upon evidence, though the evidence required may differ according to the type of role. CVs, covering letters, interviews and references are routine.

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All company recruitment should satisfy strong principles of equality and diversity in accordance with the Equality Act 2010. Recruiting managers should be vigilant and be aware of unconscious bias and discriminatory practices. Senior Management will ensure that policies and practices are monitored and updated as required to promote equality, diversity and inclusion within the workplace.

Signed: 

Position: Managing Director

Date: 06/01/2022