

Recruitment Policy & Procedure

Our staff are fundamental to our success. A professional approach to recruitment and selection will contribute significantly to the company's success by appointing people with the necessary skills and attributes to support the company and its values.

The recruitment policy will:

- Ensure recruitment procedures are fair and consistent
- Be non-discriminatory
- Comply to legislation
- Promote the company's values and culture
- Ensure all those involved in recruitment and selection are trained in effective techniques

1. Pre-Advertisement

Ensure that a new position is approved by a Senior Manager or Director. If the recruiter is a Senior Manager and the post is for additional managers they must ensure the appointment proposal is approved by the Managing Director or Financial Director.

Where recruitment is to replace a leaver consider if an exact replacement is required or if the position be revised. Consider overall functions, structure and any changes which may be needed to the job.

2. Job Description / Person Specification

An accurate job description allows applicants the opportunity to assess their suitability for the role. The person specification will be based on the job description and describes the knowledge, skills and attributes required to perform the outlined duties.

Job descriptions and person specifications are reviewed and updated annually.

3. Advertising

It is the line manager's responsibility to make decisions on advertising methods. The Company has a range of advertising methods including free ones (internal adverts, company website, social media, Job Centre and Job Centre website) and paid for options including job boards, print media. The manager may also use specialised routes including agencies, trade magazines and "headhunters."

The cost for each recruitment option select must be approved in advance by a Senior Manager or Director.

When putting together advertisements, recruiters must ensure they contain the right information, so that the correct applicant groups are targeted and to comply with equal opportunities legislation. Adverts should include a closing date.

Adverts will be given to the appropriate line manager for approval.

If the vacancy is put on hold or cancelled, the line manager must remove all adverts and inform candidates as soon as possible.

4. Applications

Applications should be maintained in strict confidence to protect the privacy of personal information and ensure compliance with the General Data Protection Regulation (GDPR) 2018.

It is company policy to destroy any unsuccessful application forms and/or CVs after a period of 6 months.

5. Short Listing

Short listing should be carried out as soon as possible after the closing date and can be done by the recruiting manager. During this process, the manager will eliminate candidates based on the criteria of the Job description or Person specification (if applicable).

Notes should be made on individual applications for future reference. The Company believes in transparency and thinks it is professional and helpful to pass feedback on to candidates.

Candidate feedback should be given based on the criteria described above. Notes shall be maintained for use in the event of any subsequent allegation of discrimination.

6. Interviews

At the start of the recruitment process recruiting managers should plan for interview.

Managers will plan the following:

- The number of interview stages
- Who will conduct the interviews (there should be a minimum of two people involved in the interview)
- Whether candidates should undertake a practical task, a trial day or a test?
- The interview format and which areas will be a focus for questioning.

The interviewers will ensure the Equal Opportunities legislation is adhered to. There must be no discrimination on the grounds of sex, religion, age, disability or ethnic origin.

A decision will be made on the best person for the post will only be made once all candidate interviews are complete.

The line manager will verbally advise the successful candidate of the outcome.

A verbal offer of employment and the candidate's acceptance creates a contractual relationship between the two parties. The verbal offer of employment should establish whether the candidate is still interested, the starting salary and the date on which employment will commence.

The line manager will then telephone all unsuccessful candidates and give feedback. Feedback should be based on measurable interview performance which makes it easier for the candidate to understand the reasons for rejection. This method will ensure candidates are not excluded for seemingly discriminatory reasons.

The manager will make a note of the conversations on the CV / Application forms.

All notes and paperwork relating to the recruitment process must be returned to the individual responsible for raising the offer letter and contract.

Under the General Data Protection Regulation (GDPR) 2018 candidates have the right to view any data related to the selection process.

All data must be treated confidentially and should only be shared with the members of staff who are involved in the recruitment process.

7. Pre-Employment Checks

References may be taken up before interviews are held if the applicant has given permission. Otherwise, references will be taken up before an offer is made.

References should be made available to the interviewing panel after all the interviews have ended. Telephone references may be noted but the referees should be asked to confirm the reference in writing. Faxed and electronic references are acceptable.

The Company will full comply with the Nationality Act 2006, Sections 15-25. Under The Asylum and Immigration Act 2006 it is a criminal offence for an employer to employ those who do not have permission to live or to work in the UK. All interviewees will be asked to bring a copy of their passport to the interview.

British and Irish Citizens

If the interviewee is British or Irish and they provide a copy of their passport this will be deemed a satisfactory ID check and confirmation of their right to work in the UK.

Where the employee is British but does not have a copy of their passport they will be required to provide copies of the follow before they may commence work for the organisation:

- A birth or adoption certificate issued in the UK or Republic of Ireland
- an official letter or document from a government agency (for example HM Revenue and Customs, Department for Work and Pensions, or the Social Security Agency in Northern Ireland) or previous employer, showing their name and National Insurance number

All ID checks for British Citizens will be conduct in person.

Non-British or Irish Citizens

The Company will full comply with the Nationality Act 2006, Sections 15-25. The Company will fully comply with the Immigration, Asylum and Nationality Act 2006.

To ensure compliance with the Act any applicant who is not British or Irish will only be permitted to work in the UK if they have the following:

- A passport containing a Certificate of Entitlement certifying that the holder has a right of abode in the UK

- a passport showing an endorsement to show they are allowed to stay indefinitely in the UK.
- A certificate of registration or naturalisation as a British Citizen

The documentation will be checked and copied. The copy will be placed in the Recruitment folder and if that applicant is successful the copy will be placed on the individual's personnel file. If the applicant is unsuccessful the copy will be destroyed after 6 months.

It is not company policy to sponsor a visa application for any job applicant.

8. EU Citizens Residing in the UK

As a result of the UK leaving the European Union, there is no longer an automatic right for EU nationals to live and work in the UK. They are now treated like any other overseas worker. The exceptions are Irish citizens, those with settled or pre-settled status and those with indefinite leave to remain in the UK.

From 1st July 2021 a successful application to the EU Settlement Scheme will be required for EU citizens to legally work in the UK (excluding Irish citizens) if they were resident in the UK before 1st January 2021. A copy of the successful application will be taken prior to an EU citizen commencing employment with the Company.

EU citizens moving to the UK on or after 1st January 2021 are not able to register for the EU Settlement Scheme. Such citizens will be subject to the same points-based immigration system as non-EU citizens and will be required to obtain a visa to work in the UK.

It is not company policy to sponsor a visa application for any job applicant.

9. Agency, Self Employed and Subcontract personnel

Agency Workers

All agencies supplying labour to the organisation are required to adhere to this policy. The Company requires the agency supplying a temporary worker to provide a record the completed right to work checks for each worker prior to their commencement.

Self Employed

Self-employed workers providing services direct to the Company will be required to satisfy the checks set out above as part of their tender to provides services. They will be required to provide evidence of their right to work and these records will be retained for the duration of the project/s and for a two-year period following the completion of their services. No worker will be permitted to work on Company's sites or projects until evidence of their right to work has been provided.

Subcontract Personnel

All workers provided by a third-party contractor will be required to adhere to this policy. No worker will be permitted to work on Company's sites or projects until evidence of their right to work has been provided. These records will be retained for the duration of the project and two-year period following the completion of their services.

10. Temporary Right to work in the UK & Periodic Reviews

The Company will monitor and track the expiry dates of any time limited right to work in the UK that applies to employees, self-employed and contractors.

Expiry dates will be tracked and three months before the expiry date a letter will be sent to the individual (or their employer if they are a contractor or temporary worker) to remind them of the requirement to renew their time limited right to work.

Such individuals will be informed that if they do not obtain an extension or a permanent right to remain prior to the expiry date their employment (or services) will be terminated.

Further reminders will be issued at two months and one month before the expiry date.

If a time limited right to work renewal (or permanent residency status being granted) elapses, then the expiry date will be an individual's final date of employment (or provision of services) with the Company.

11. Record Retention

Employees

An employee's data will be retained for seven years from the date that they leave the Company. This will include all pre-employment records and all documents validating an individual's right to work in the UK.

After seven years a leavers data will be securely destroyed. This applies to electronic and hard copy formats of data.

Other Personnel

Data relating to temporary workers, self-employed and contractors will be retained for two years from the completion of the service provision to the company.

Personal data will be stored securely in line with our Data Protection Policy.

Policy Issue Date	Director Signature
23 rd April 2025	