

## **Recruitment and Selection Policy**

### **Purpose**

This policy confirms the Company's approach to recruitment. All candidates will be selected fairly and will be given an equal opportunity, irrespective of any protected characteristic which they may possess or are perceived to possess.

### **Protected Characteristics**

Protected characteristics include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

### **Vacancy Review**

When an employee leaves the Company a vacancy review will be conducted in order to ensure there is an actual need to replace the employee. Consideration will be given to current Company performance and the ability for existing employees to take on additional work. Where it is decided that an actual vacancy exists, the job description and employee specification for the vacant position will be reviewed and where necessary, updated to reflect the current requirements of the role.

### **Advertising**

The vacancy will be advertised internally first, in order to provide opportunities for internal development and succession. If there is no internal interest in the vacancy or if no internal candidate is deemed suitable, the position will then be advertised externally.

All advertisements will accurately reflect the job role and will identify the essential skills, knowledge and attributes required to perform the role effectively.

### **Short listing**

All candidates short listed for interview will be selected on the basis of their assumed knowledge, skills and competence and not for any other reason.

### **Interviews and Selection Methods**

A structured competency-based approach to recruitment will be carried out. All interviews will be conducted in a fair, consistent and structured manner. All interview scripts and selection methods used will be relevant to the vacant position. A candidate will be selected in an objective way, based upon the demonstration of relevant skills, knowledge and competence.

### **Pre-employment Checks**

All appointments will be subject to and conditional upon satisfactory completion of specific pre-employment checks appropriate to their job role which may include criminal conviction screening, medical screening, validation of qualifications and/or specific licences, reference checking and checking that they have the right to work in the UK.

### **Record Keeping**

All records associated with an external recruitment activity will be retained for six months from the date of the selection decision. If a complaint has been submitted relating to an appointment, the relevant records will be kept until the complaint has been resolved.

### **Complaint**

Internal applicants who wish to make a complaint of unfair treatment following an internal recruitment process may do this by utilising the Company's Grievance Procedure.