

Recruitment and selection policy

Purpose

This document sets out the organisation's policy on recruitment and selection. The organisation is committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy.

No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the ground of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age or disability.

Related policies and procedures

This policy is to be read in conjunction with the organisation's Equal Opportunities Diversity policy and Modern Slavery.

Scope

This policy is applicable to the recruitment and selection of all employees engaged to provide services for the organisation, irrespective of whether such a contract is for a temporary or fixed term or is of a permanent duration. The policy applies to both internal and external recruitment.

Principles

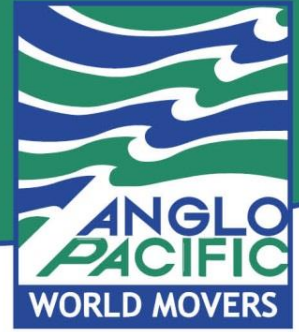
The following principles will apply whenever recruitment or selection for positions takes place:

- Individuals will be screened against the job requirements as laid out in the job descriptions and person specifications.
- Interviews will assess candidates against job related criteria only.
- All information held about a candidate must be used only for the purpose for which the information has been collected.

- All successful candidates will be asked to provide documentary evidence of their right to live and work in the UK to ensure compliance with the Immigration, Asylum and Nationality Act. A photocopy of the accepted documentation will be taken and kept on file. The HR department will provide a full listing of what documentation is acceptable.
- The recruitment and selection process for disabled candidates should take into account such adjustments to working arrangements or physical features of the work place, station, premises as are reasonable to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.

Process

- Authority to recruit must be granted by the head of department and Managing Director before advertising a vacancy. An HR Requisition form must be signed off by both before an advert is placed by HR.
- A job description should be produced with full details of the position, tasks, reporting line, and responsibilities. The skills, experiences, qualifications and competencies of the job holder should be laid out in the person specification.
- Job advertisements will be based on the job specifications. A variety of advertising mediums will be used through HR.
- The company has a preferred supplier list (PSL) of agencies that are to be used when recruiting permanent individuals. These agencies follow the organisation's standards laid down in this and the Equal Opportunities Policy. All members of the PSL will be issued with copies of job descriptions. Managers should not speak to agencies without the prior approval of HR.
- Applicants are encouraged to apply via the online system but hard copies of application forms are also acceptable.
- All CVs will be pre-screened by the HR department. CVs where applicants meet the specified criteria will be sent to the relevant Manager.
- When reviewing applicants based overseas, the first stage in the process will be a telephone interview. If the telephone interview is successful, a face to face interview will then be arranged.
- Prior to the interview candidates will be provided with information about the role.
- The interview process should consist of a minimum of two interviews including HR and the Manager.
- Valid and reliable psychometric testing will be conducted on site premises on short listed candidates, as appropriate. This information will be stored securely.
- The HR department will handle all offers to successful candidates according to the authorised HR Requisition form. Under no circumstances should recruiting managers offer or infer to a candidate the outcome of the selection process.
- The Managing Director and HR Manager must approve all offers made to successful candidates.
- All offers are subject to two satisfactory references covering the last five years, from the current employer, and previous employers. A check on eligibility to work in the UK will also



be made. HR will apply for and verify all references, which will be requested once applicants have indicated acceptance.

- Induction of new employees will start as soon as the candidates accept a position. HR will send out a copy of the written statement of terms and conditions of employment and all related new starter forms that need to be completed.

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