



## RECRUITMENT POLICY

Last Review Date: January 2019

Next Review Date: June 2019

### Introduction

Winning Pitch believes that effective and consistent recruitment practices are essential to ensure that all job applicants are treated fairly and which results in diversity and equality of opportunity.

The recruitment process must result in the selection of the most suitable person for the job in respect of skills, experience and qualifications.

This Policy defines the principles that Winning Pitch considers important in the recruitment process and aims to ensure that consistency and good practice is applied across the organisation.

### 1.1 Dignity and Diversity in Recruitment

It is against the Company's Equality and Diversity Policy to unfairly or unjustly discriminate and against the law in many cases to discriminate either directly or indirectly on the grounds of race, nationality, ethnic or national origin, gender, marital or civil partnership status, pregnancy or maternity, age, disability, sexual orientation, gender reassignment, religion or belief. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

All employees are required to comply with the requirements of the Equality and Diversity Policy at every stage of the recruitment process including in the production of job descriptions, person specifications, advertising material, instructions given to recruitment agencies, shortlisting of applications, interviewing, selection decisions and offers of employment.

All policies and procedures reflect our commitment to achieving diversity and maintaining equal opportunities within the workplace. It is the responsibility of every employee to monitor and evaluate formal and informal practices and procedures to ensure that they do not unfairly, unjustly or unlawfully, directly or indirectly, discriminate against any individual or group of society.

Any employee who is found to be unfairly, unjustly or unlawfully discriminating in any way during the recruitment process will be subject to the disciplinary procedure and may be liable to dismissal.

The Company records the diversity of all applicants using a standard form which will be issued to each applicant. This information is kept separate from the candidate's CV or application and not used or considered during the shortlisting or interview process. This information is recorded solely to monitor the diversity of applicants.

## **1.2 Recruitment Authorisation**

Any vacancy must be authorised by the CEO before any attempt is made to fill the role. In making the request to the CEO consideration should be given to whether the role could be absorbed amongst the rest of the team or elsewhere in the Company.

## **1.3 Job Descriptions and Person Specifications**

Once authorisation has been obtained, the person/manager recruiting must produce a job description for the vacancy which provides a fair and accurate representation of the duties of the role and follows the format which is laid out in the Job Description Form. The job description will include a clearly drafted person specification.

The job description will describe the duties, responsibilities and seniority of the post, along with who they person will be responsible to and the person specification will describe the qualifications, knowledge, experience, skills and competencies needed for the role to be carried out effectively.

The Job Description Form, which includes the person specification, should be given to all candidates prior to interview to enable them to prepare adequately for the interview in order to improve the success of the interviewing process.

Particular care must be taken when producing job descriptions to ensure that unreasonable requirements are not placed on the job holder which cannot be objectively justified and may unfairly disadvantage certain groups e.g. women, ethnic minorities, younger, older or disabled persons.

## **1.4 Advertising of Vacancies**

All vacancies must be advertised within the Company to all members of staff prior to external methods of recruitment being used. Wherever possible internal candidates will be considered in preference to external candidates and reasonable training and coaching will be provided to enable employees to achieve career advancement. Where it has not been possible to recruit within the Company, then external methods of recruitment may be considered. These may include approaching approved employment agencies or advertising in suitable press.

Where the job is to be advertised, the proposed advertisement must be submitted to the CEO for approval. An advertisement must not show any intention to discriminate unfairly, unjustly or unlawfully and should follow the Equality and Human Rights Commission's recommended code.

## **1.5 Shortlisting**

In order to shortlist candidates for interviews, the Company will:

- Identify specific job-related criteria using the person specification.
- Match these criteria with those detailed in the candidate's CV.
- Use this information to select which candidates will be invited for interview.
- Use psychometric testing for certain positions. These tests comply with the Company's Equality and Diversity Policy.

Candidates who apply for positions with the Company, whether through a direct advertisement or a recruitment agency, will always be informed of the outcome of their application as quickly as possible. Where candidates have applied to the Company directly, they will be informed of the outcome in writing.

## **1.6 Recruitment Interviews**

The interview will focus on the needs of the job and skills needed to perform it effectively in accordance with the guidance and procedures set down in the Company's recruitment processes.

Interview questions will be prepared in advance and all candidates will be asked the same questions which will be solely related to the job.

Managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive.

## **1.7 Offer of Employment**

Once the most appropriate candidate has been selected, this appointment needs to be approved by the CEO and the terms and conditions of the offer of employment must be confirmed.

In setting a starting salary, the Company will bear in mind the salary of existing employees in a similar role in order to ensure that inconsistencies are not created within the Company.

## **1.8 References**

References may be sought from an applicant once an offer of employment is made and referees will not be approached without the applicant's permission.

## **1.9 The Bribery Act**

When recruiting for posts that may be vulnerable to bribery risks (such as roles in Purchasing, Marketing or Distribution), and subject to the requirements of the Rehabilitation of Offenders Act 1974, the Company may need to carry out additional checks during the recruitment process.

These checks may include carrying out criminal record, bankruptcy and credit reference checks and/or taking up additional references.

## **1.10 Qualification Certificates**

All applicants are required to provide evidence of qualifications either in the form of original certificates, which will be copied and then returned, or confirmation from the relevant Examination Board if certificates cannot be produced.

The employment offer will be conditional upon valid evidence of qualification and the offer may be withdrawn if this is not supplied within a reasonable timescale.

If an applicant falsifies certificates or evidence of qualifications and this subsequently comes to the attention of the Company at any stage during employment then the individual will be subject to disciplinary action and may be liable to dismissal.

### **1.11 Work Permits and Illegal Working**

It is against the law to employ a person who does not have the right to work in the UK or who is working in breach of their conditions to be in the UK. The Company could face both civil and criminal sanctions for employing somebody in breach of these requirements. It is therefore a condition of employment that all employees are entitled to work in the UK.

All successful applicants are therefore required to provide evidence of their right to work and carry out the role which has been offered to them in accordance with the relevant statutory requirements, once an offer of employment is made (and, in all cases, prior to their first day of employment with the Company). The recruiting manager will be able to provide more information regarding what documents are acceptable. It is the responsibility of the recruiting manager to ensure that a relevant document has been supplied which satisfies the statutory requirements. They must obtain original versions of one or more acceptable documents, check them in the presence of the holder and make and retain a clear copy of the document (including recording the date on which the check was made). Where an applicant provides a document with a time limited right to work, it will be the responsibility of the employee's Line Manager to carry out the necessary repeat checks.

In order to avoid discrimination, this requirement will be applied to every person who is offered employment with the Company.

If an applicant is not able to produce satisfactory proof of their right to work in the UK and carry out the role which has been offered to them, their employment will be put on hold until satisfactory evidence can be produced. If this is not provided, their offer of employment will be withdrawn.

### **1.12 Personnel Records & Starter Procedures**

Personnel records are held by the HR department. A file containing paper records is held for each employee and will include:

- Contract of Employment
- Personal information via the New Employee Details Form
  - Next of kin
  - Home address
  - Copy of Birth certificate (or similar proof of right to work)
  - Copy of marriage certificate if appropriate
  - Copy of all qualifications
- Changes to terms and conditions
- Absence records
- Current Disciplinary details
- Records of any Training undertaken
- Records of Objectives and Performance Appraisals

These records are held in a secure environment, only accessible to the CEO & HR. Electronic records will also be held on the Cezanne HR system. This enables information gathering and quick access to employee records. Our finance team/payroll provider also have/has limited access to enable them to run payroll and pay expenses. Employees can update their personal information via the Cezanne HR system. It is the employees responsibility to make sure this information is correct and kept up to date at all times.

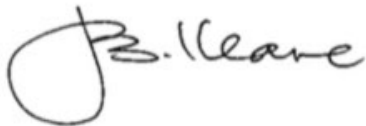
### **1.13 Complaints Procedure**

Any applicant who considers that they have been unfairly treated or discriminated against during the recruitment process should write to the CEO, stating the grounds of the complaint. Any employee who wishes to complain about his/her experience of the recruitment process should do so by means of the Grievance Procedure.

LAST REVIEWED (16/01/2019)

PUBLISHED ON THE AUTHORIT OF Jim Keane

SIGNED:

A handwritten signature in black ink, appearing to read "J. Keane". The signature is written in a cursive style with a large, looped initial "J".