

	<h1 style="text-align: center;">RECRUITMENT POLICY</h1>	REF:	CPOL19
		ISSUE:	01
		DATE:	01.06.2025

1. Purpose

The purpose of this policy is to ensure that the organisation employs and promotes the most appropriate employees in a fair and consistent manner, free from discrimination.

2. Scope

This policy covers all current employees and applicants for employment with Cathodic Protection Co Limited.

3. Policy

The organisation is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new or promoted employees.

The organisation will monitor the composition of its workforce to identify areas that may need positive action measures to promote equal opportunity and diversity.

4. Advertising

Advertising of all positions will be carried out both internally and externally. All employees (including fixed-term employees and agency workers) will be notified of any positions that arise during their employment by way of internal communication

Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation. Details of positions will be fully circulated so as to ensure access to all applicants. This includes forwarding internal advertisements to employees on long-term leave, including sickness absence and family-related leave.

5. Application forms

Application forms will contain relevant questions needed for selection. If these questions are necessary for pension or health insurance, they will be asked after appointment.

6. Screening

Screening will be carried out by matching details of applicants to the requirements of the job. The screening criteria will be applied consistently to all applicants. Records of the screening process will be retained for a period of one year by the HR department.

Testing

If it is necessary to use selection tests for a job, they will only relate to non-biased, genuine objective requirements of the role. Records of any testing undertaken will be retained for a period of one year.

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7. Interviewing

The interviewing process will be carried out in the following way:

- no assumptions will be made on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation
- questions will relate to the requirements of the job as established in the job description and the person specification
- interviews will be carried out by more than one person and the interview panel will preferably comprise of diverse individuals
- applicants will be assessed at the end of interviewing against pre-defined criteria
- interviewers will complete Interview Evaluation Forms for each candidate
- records of the interview process will be retained for a period of one year, including questions asked, answers given, any interview notes and interview evaluation forms for all candidates.

8. Promotion

All employees will be aware of the promotional and career opportunities available to them from details circulated through the intranet and notices posted at prominent points. Training and job experience needed for promotional opportunities will be open to all employees. Promotion will be determined by merit and performance against objective criteria.

Unsuccessful internal candidates will be given feedback so as to facilitate improvement. Training in giving feedback will be provided to managers charged with this task.

No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

9. Training

All relevant staff, including those on fixed-term/part-time contracts, will have equal access to training opportunities, whether training is relevant to their current job, or to enhance promotional opportunities.

10. References

All external candidates will be required to provide two satisfactory references prior to appointment. All references will be checked. Should a manager wish to ask for any additional information from a referee, authorisation from HR is required.

Referees must not be contacted without the permission of the candidate to whom they relate. Should a candidate not be able to provide two references, this will be dealt with on a case-by-case basis.

11. Medical check



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Upon commencement of employment, an employee will be required to complete a medical assessment form for HR and may be required to attend a medical check with an occupational health specialist of the organisation's choosing.

This medical check will focus on the health and wellbeing of the employee in carrying out their job role and duties, as well as ensuring that any duty to make reasonable adjustments is complied with.

12. Employment of foreign nationals

The organisation will only employ workers who are legally entitled to work in the United Kingdom. All employees will be required to undertake an appropriate right to work check, regardless of their nationality, by reviewing appropriate immigration documents or by accessing an online right to work check.

13. Records

The organisation will retain, for at least one year, all records arising through the recruitment process in compliance with the legitimate basis of recruiting.

Name: Chris Martin

Position: Managing Director

Date: 01.06.2025