

# RECRUITMENT POLICY

**IT IS THE RESPONSIBILITY OF ALL USERS OF THIS POLICY TO ENSURE THAT THE CORRECT VERSION IS BEING USED**

This policy has been approved by the undersigned and will be reviewed on an annual basis. In case of any queries or questions in relation to this policy please contact the Chief Operating Officer (Sophie McCracken) or CEO (Jane Lambert)

Does this document meet the requirements of the Equality Act 2010 in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation?

Yes

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<b>Author:</b>	<b>Lorna Pratt</b>		
<b>Position:</b>	<b>Director of Operations</b>		
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<b>Approved by:</b>	<b>Sophie McCracken</b>		
<b>Position:</b>	<b>Chief Operating Officer</b>		
<b>Signature:</b>	<b>S.McCracken</b>	<b>Date:</b>	<b>19.01.2024</b>

## REVISION HISTORY

Date	Version No	Revised by	Reason for Update Sections Affected Description	Approved by	Date of next Review
January 2023	v.3	Clara Travers	Annual review and re branding	Sophie McCracken	January 2024
January 2024	V.4	Lorna Pratt	Annual review	Sophie McCracken	January 2024

## Recruitment of Employees

Where there is a need to recruit a new employee into the company, the following procedure should be followed.

All vacancies will be advertised internally as well as externally.

ECG aims at all times to recruit the person who is most suited to the particular post.

Recruitment must be solely on the basis of the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The guidelines promulgated in the equal opportunities policy statement must be followed at all stages of recruitment and selection. Line managers conducting recruitment interviews must ensure that questions asked of job applicants are in no way discriminatory or personally intrusive. The interview should focus on the needs of the post and the skills, qualifications and experience needed to perform it effectively.

Selection of candidates for interview must be decided jointly by the appropriate Line Manager, Director of Services, COO or CEO, unless otherwise agreed. Shortlisting, interviewing and selection must always be carried out without regard to sex, civil partnership or married status, sexual orientation, gender reassignment, pregnancy or maternity, race, colour, nationality or ethnic or national origins, religion or belief or age. Any applicant who has a disability must not be excluded unless it is clear that the applicant does not meet the minimum criteria outlined in the person specification and they would still fail to do so even if reasonable adjustments were made to work premises or to work provisions, criteria or practices. Reasonable adjustments should also be made to the recruitment process to ensure that no applicant is placed at a substantial disadvantage because of their disability. Please note, ECG are a Disability Confident Committed Employer, which ensures fairness and equality with recruitment of people with disabilities.

All interviews will be conducted by the appropriate Line Manager, Director of Services or CEO, unless otherwise agreed.

All offers of employment, whether written or verbal, must have the prior approval of the COO or CEO.

Following an interview, a record must be made and retained for a suitable period of time. Selection testing will be used as part of the recruitment process only with the prior approval of the Director of Services, COO or CEO, unless otherwise agreed. Any test used must have been validated in relation to the post and be conducted by a suitably trained person.

It is not ECG's policy to provide feedback to unsuccessful external candidates, either verbally or in writing, regardless of whether the external candidate was rejected during the initial sifting and shortlisting stage or after interview. However, feedback will be provided where necessary to internal candidates to assist with their personal and career development.

## References

It is the Company's policy to seek at least two written references, one of which must be from a previous employer (or, if this is the prospective employee's first job, their school teacher or higher or further education lecturer) and to ask for documentary proof of qualifications and eligibility to work in the UK. Any offer of employment must be conditional on this documentation being satisfactory to ECG. Before references are taken up, the prospective employee's consent should first be sought.

## Verification

ECG may also take steps to verify any of the information provided on the prospective employee's CV or in their application form. In this case, it will be explained to the prospective employee in advance the nature of its verification process and the methods to be used to carry it out, including details of any external sources that will be used. In addition, where it is necessary to secure the release of documents or information from a third party, the prospective employee's consent should first be sought. If any verification checks produce discrepancies, the prospective employee will be given the opportunity to make representations and provide an explanation of the inconsistencies before any decision is taken to withdraw a conditional offer of employment.

## Training

Those leading on recruitment and selection of either trainers or office staff must be trained in recruitment and selection and be familiar with the relevant policies (i.e. Equal Opportunities statement).

Where a prospective employee has provided website links on their CV or in their application form to their social media personal website pages, the Company may check these links once an offer of employment is about to be made. Until that stage, however, these links will be disregarded in the recruitment process.

## Interview expenses

Where candidates are invited to attend for interview, they are responsible for paying their own travel expenses and it is the Company's policy not to pay for, or contribute towards, those costs.

OR

Where candidates are invited to attend for interview, any contribution towards their reasonable travel expenses will be paid at the absolute discretion of the Company and will depend on the production by the candidate of appropriate, original receipts to support the expenses paid.

Candidates will also be required to complete and sign an interview expenses claim form in order to claim a contribution towards their expenses incurred travelling to interview.

## **Ensuring the Effectiveness of the Policy**

Existing and new employees will be introduced to the recruitment policy via induction and training. The policy will be reviewed annually, and amendments will be proposed and agreed by the CEO and COO.

## **Non-adherence**

Breaches of this policy will be dealt with under the Grievance and/or Disciplinary procedures as appropriate.