RECRUITMENT & SELECTION POLICY

Introduction

This Recruitment and Selection Policy is designed to ensure that Seddon ("the Company") selects the best possible candidate for each job vacancy, solely on the basis of their relevant merits and abilities as measured against the requirements of the job specification.

A clear written Recruitment and Selection Policy ensures that all prospective employees are treated consistently and fairly and without discrimination.

Aims

This policy aims to assist the Company in achieving the following objectives:

- To recruit staff with the appropriate skills, both technical and personal, in order to meet operational and strategic requirements
- To work to a fair and equitable recruitment and selection procedure which is consistent with employment legislation and good practice and free from discriminatory practices
- To operate a recruitment process which supports the company vision and values
- To provide clear communication and expectation to both candidates and hiring managers

To deliver on these aims, our recruiting processes will:

- Identify the most suitably qualified individual to fill our roles
- Provide the widest appropriate pool from which to draw diverse and high quality talent
- Ensure candidates are selected for roles on the basis of open competition, whether internal or external, and defined as a field of at least three candidates to be interviewed for each role

Scope of the Policy

This policy applies to the recruitment and selection of all individuals across the Company.

This policy applies to all employees (and prospective employees) involved at any stage in the recruitment and selection process. In addition, any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy. The hiring manager is responsible for providing external parties with a copy of this policy prior to their involvement in the recruitment process.

Recruitment training is provided by the Company and is compulsory for all managers to attend. It is also the responsibility of all managers to familiarise themselves with this policy and act in accordance with it at all times.

Diversity and Equal Opportunities

This policy must be read in accordance with the Company's Equal Opportunities Policy.

We recognise the value of diversity to modern society and want to ensure that all attributes, talents and skills available are recognised when employment opportunities arise. We therefore welcome applicants from all sectors of society.

The Company's vision is to be the "go to" contractor for our customer's construction needs: chosen not necessarily on price but for the solutions we provide, our innovation, performance, quality and integrity". This vision can only be achieved by recruiting the best possible people from a diverse range of backgrounds.

For full information regarding our Equal Opportunities Policy, please refer to PEO-POL-004.

Recruitment Process

Advertising of Positions

The Company is committed to recruiting both internal and external candidates, as appropriate to business needs. This allows us to source the best people for any given role and gives us the greatest flexibility in selecting our future talent.

The Company reserves the right to vary the advertising process dependant on the specific circumstances of the particular vacancy.

Job Descriptions & Person Specifications

All vacancies will be accompanied by a job description (which will describe the key duties, responsibilities and seniority associated with the post) and a person specification (setting out the qualifications, training, knowledge, experience and skills required for effective performance of the job).

Internal & External Recruitment

The objective when the Company initiates any recruitment procedure is to encourage a good selection of candidates. In filling any vacancy, the Company will encourage applications from both suitably qualified candidates both internally and externally.

Internal Recruitment

When a vacancy arises it will be advertised internally on our company intranet site, through internal communications such as e-mail and on company digital boards.

If the Company is in a redundancy situation, it will consider alternative employment opportunities internally, before advertising externally. If a candidate does not apply to an internal vacancy, then the Company will advertise externally.

External Recruitment

When a vacancy arises, as well as internally, the Company will also advertise externally through online job boards (Smart Recruit), through network partners, on our own website and through social media.

Recruitment Agencies

The company recognises that in certain circumstances it will not be able to identify specific skills through its direct internal and external recruitment procedures. Therefore, the company also uses a preferred list of recruitment agencies for specialist skill roles.

Shortlisting

When shortlisting candidates, the Company will use fair and systematic procedures by scoring applicants with reference to the requirements of the role and documented in a shortlisting form. This will score candidates credentials in line with the competencies defined in the requirements of the role through the job description and person specification.

Information included in applications such as age, religion, gender, race etc. is removed prior to submitting to the hiring manager for review.

Interviews

Interview panels will be made up of at least two individuals of manager level or above. During the interview, applicants will be scored with reference to a Decision Matrix which covers skills, qualifications and experience.

Where the candidate is an internal applicant, the interview panel may additionally consider factors such as individual job performance, line manager's evaluation of applicant's capability to assume more responsibility, experience, knowledge, skills and related qualifications, and career interests.

Offer of Employment

Any offer of employment will be subject to the following:

- Satisfactory references
- Relevant security clearances, where applicable
- Evidence of right to work in the UK

- Any other requirements expressly set out in the offer letter

All candidates that have attended an interview with the Company will be informed of the outcome of the decision. The Company will communicate to all candidates to advise that they have been successful or unsuccessful.

Data Protection

All paperwork associated with recruitment and selection will be managed in accordance with the Data Protection Act 1998 and the General Data Protection Regulations 2018.

After interviews have taken place all copies of application forms, CVs, covering letters, and supporting documents, and notes from all the interviewers will be returned to the People Department, as soon as possible, as they contain personal and confidential information, which should not be held in duplicate outside of the People Department.

The successful employee's original application form, CV, and associated paperwork will be retained in their staff file and their details entered on the People Department HR System.

For unsuccessful candidates, the People Department will keep a set of all the other application forms and recruitment information (including interview notes) for a period of one year in case a candidate makes an application to an Employment Tribunal claiming discrimination.

Monitoring and Evaluation

This policy will be periodically reviewed in line with legislative changes and business requirements.