

CAMMACK AND WILCOX LIMITED
MASTER INTERNAL RECRUITMENT AND SELECTION POLICY

POLICY

This policy applies to all internal and external applicants/candidates.

At present, job adverts/vacancies are planned to be advertised both internally and externally. Cammack and Wilcox Limited (CW) do not currently offer a recruitment reward incentive for existing or potential employees who recommend/put forward applicants who are then later employed by CW.

At time of production, policy content is accurate. In instances where updated procedures have been verbally agreed but not yet documented prior to next planned review, verbally agreed updated procedures shall always apply.

Any queries relating to this policy should be addressed to CW EHSQ Coordinator.

In all selection and recruitment instances, CW Director will have overall and final authority and decision/choice.

AIMS

As far as reasonably practicable, CW shall aim to:

- > Provide equal and fair opportunities for all persons.
- > Attract, pre-select and recruit best possible and most suitable candidates.
- > Recruit from the widest possible pool of talent.
- > Ensure and maintain a high-level quality to our customers and clients.

SCOPE

For the purposes of this policy, below terms/definitions shall be used, applied and referred to throughout.

CW	Cammack and Wilcox Limited.
CW Director	Paul Cammack
CW EHSQ Coordinator	Environmental, health, safety and quality coordinator.
CV	Brief account of a person's education, qualifications, and previous occupations, typically sent with a job application.
Candidate/s Applicant/s	Potential interviewees, employees.

PROCEDURES

IDENTIFICATION OF RECRUITMENT NEED

CW Director will communicate as needed to employees, if and when a position of a new or existing job post becomes available.

JOB DESCRIPTION / PERSON SPECIFICATION

A suitable and realistic draft document shall be produced by CW EHSQ Coordinator, outlining and specifying the essential and desirable criteria, working days and hours, qualifications, experience, training, knowledge, skills and other expertise required. CW Director will review, amend and approve prior to being advertised.

ADVERTISING

Various advertising methods (internal and external) shall be used to generate as much interest as possible from persons inside and outside of the company (e.g., social media platforms, recruitment websites, agencies, local newspapers etc).

Job adverts must not be discriminatory and shall be designed and presented in a professional manner, attracting the most candidates.

APPLICATIONS AND SHORTLISTING

CV's are accepted by all potential applicants whom match/meet all criteria.

In some instances, CW may request further information from applicant after receiving CV (e.g., how they meet the criteria in the form of a cover letter).

CAMMACK AND WILCOX LIMITED

MASTER INTERNAL RECRUITMENT AND SELECTION POLICY

INTERVIEWS AND SELECTION

Applicants shall be assessed consistently against the criteria, at all stages of the recruitment process which may include telephone interviews and assessment tests.

Applicants whom are successfully assessed shall then be invited to attend a formal face to face interview. At interview, applicants may be required to complete further assessments, complete on the spot tasks and present a presentation.

CW may request a second and/or third face to face interview, as needed.

CW shall record and communicate with applicants' reasons for selection or non-selection at this stage.

APPOINTING NEW EMPLOYEES

CW Director will normally make a verbal offer of employment to successful applicant at final interview, with a formal written job offer letter to follow, to be sent to applicant's provided home address. Applicant will then formally accept or decline, and return back to CW. Upon job acceptance, CW EHSQ Coordinator will liaise with candidate to confirm start date. Various mandatory internal EHSQ paperwork shall be issued to candidate (via email or postal address), along with the plans for their first day of employment.

Candidates will remain on 'probation' until all required and mandatory employment checks have been completed and they have been deemed 'legally permitted to work in the UK' (via passport and home office checks). The probation period will also apply in instances where references, health assessments and qualifications/certificates are to be provided. Ideally these must be provided prior to planned start date. Only when all of these checks and tasks etc have been met, shall the candidate formally start working for CW and form a law-abiding contract.

EQUAL OPPORTUNITIES

Under employment law an employer must not discriminate on the protected characteristics of age, gender (including reassignment), pregnancy, marital or civil status/partnership, race, colour, ethnic or national origin, nationality, citizenship, disability, sexual orientation/preference, religion, belief or previous convictions (except for posts exempt under the Rehabilitation of Offenders Act).

CW shall not discriminate directly or indirectly, on the grounds of politics, official trade union activity or any grounds that are not justifiable at any stage of the recruitment and selection process or during employment.

Those carrying out recruitment on behalf of CW may be held personally liable for any discriminatory acts committed by them. Refer to separate internal Equality and Diversity Policy for further content and procedures.

CW commit to interview all disabled candidates whom meet the minimum criteria for a job vacancy and consider them on their abilities. Reasonable adjustments to the job description, person specification, selection criteria, and hours of work will be considered where reasonable and practicable.

DATA PROTECTION/CONFIDENTIALITY

All gathered candidate information from recruitment process shall be kept confidential at all times and shall fulfil the requirements of the relevant legislation, including the Data Protection Act 1998. For further information, refer to separate internal Data Protection and GDPR Policy.

Records shall be maintained and kept on file for all successful and unsuccessful candidates in order to monitor progress of equality of opportunity. Possible reviews shall be conducted internally and shared as CW see fit.

COMPLAINTS

CW Director shall internally investigate complaints made on the grounds of discrimination (from external candidates). Refer to separate internal Complaint Policy located on our company website for all policy content and procedures.

Any acts of discrimination and/or abuse of the recruitment process by CW employees may be treated as a disciplinary offence, which will be considered under CW's separate internal Disciplinary Policy and could result in dismissal.