

# Recruitment and Selection Policy and Procedure

## Purpose

The purpose of this policy is to ensure that the company employs and promotes the most appropriate employees in a fair and consistent manner, free from discrimination. This policy covers all current employees and applicants for employment with the organisation.

## Policy

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

## 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, they will be visible on:

- Company HR information system.
- Displayed on screens or job boards around the buildings.
- Communicated in performance reviews.
- External platforms such as Indeed and LinkedIn.

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 to ensure access to all applicants. All internal advertisements will be visible on the HR System to employees on long-term leave, including sickness absence and family-related leave.

## Application forms

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

## 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.

## 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
- records of the interview process will be retained for a period of one year, including questions asked, answers given, any interview notes and any interview evaluation forms for all candidates.

## Promotion

All employees will be aware of the promotional and career opportunities available to them from details circulated through the HR system. 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 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.

## Training

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

## 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.

## Employment of foreign nationals

The Company will only employ individuals 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.