

# RECRUITMENT AND SELECTION POLICY



## **Purpose and Scope:**

Recruitment and selection of the right people is of paramount importance to the continued success of Payne.

Payne is an equal opportunities employer. The aim of Payne's recruitment and selection policy is to ensure that Payne selects the most suitable person for the job on the basis of their relevant merits and abilities and that no employee or job applicant is unfairly treated on any grounds including:

- Race
- Colour
- Nationality
- Ethnic or national origins
- Religion
- Sex
- Sexuality
- Marital status
- Age
- Social background
- disability

## **Equal Opportunities:**

The Company is committed to the development of positive policies to promote equal opportunities in employment. The Company is also committed to a positive policy with respect to the employment of disabled workers.

The principle will apply in respect of all conditions of work including pay, hours of work, holidays, overtime and shift working, work allocation, sick pay, pensions, recruitment, training, promotion and redundancy.

Overall responsibility for the development of this policy rests with the Managing Director, but all employees are reminded of their responsibility to help create a culture of employment and service delivery in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their personal circumstances, background or lifestyle.

The attention of all employees is drawn to the fact that employees judged to have been guilty of an act of discrimination by this policy shall be liable to action under the Company's disciplinary procedure.

This policy is aimed at Managers and employees. Payne aims to ensure all recruitment and selection activity is based on principles of equal opportunity, objectivity and fairness. These principles are outlined.

## **Principles:**

All Payne recruitment and selection activity is based on principles of equal opportunity, objectivity and fairness. All applicants will be treated consistently regardless of gender, sexual orientation, race, ethnic origin, marital status, age, disability or religion.

- Payne Recruitment and Selection procedures are designed to comply with relevant legislation and appropriate codes of practice.
- We value diversity and encourage applications from all groups in society.
- We will try to support flexible working arrangement which take into account personal circumstances where possible.
- Training will be provided for managers in recruitment and selection processes and they will be made aware of their obligations in respect of equal opportunities.
- Vacancies will be defined in a non-discriminatory and objective manner through a carefully drafted job description and person specification.
- All vacancies will be open to internal candidates where possible.
- All applicants will have access to comprehensive information to enable them to assess their own suitability for advertised vacancies through the competency framework.
- We will use fair and objective selection methods to assess the suitability of candidates for advertised vacancies.
- We will monitor and review the effectiveness of our recruitment and selection policy and procedures, particularly in relation to equal opportunities.

## **Implementation:**

Responsibility for advising, developing, implementing and monitoring this Policy lies with the Payne HR Department. Day to day operation of the policy is the responsibility of Payne Management who will ensure that the Recruitment and Selection principles and procedures are adhered to and provide advice and support within their Departments.

By following the policy, in addition to fulfilling employment law requirements, Payne will ensure that it continues to uphold its commitment to equal opportunity.

## **Employment of Disabled Persons**

All applicants with a disability who meet the minimum criteria for a job vacancy will be interviewed and considered on their abilities.

## **Complaints:**

If any employee or job applicant considers that they have been unfairly treated in relation to the Recruitment and Selection Policy or procedures, they can make a complaint which will be dealt with in accordance with the Company's disciplinary and grievance procedure.