

## Recruitment Policy & Procedure



Asphalt Reinforcement Services Ltd. (The Company) aims at all times to recruit the person who is most suited to the particular job position. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

The Company aims to ensure that no job applicant receives less favorable treatment on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, color, nationality, ethnic or national origin, religion or belief, disability or age.

The Company procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities and that sufficiently diverse sectors of the community are reached. Job selection criteria are regularly reviewed to ensure that they are essential for the effective performance of the job and therefore justified on non-discriminatory grounds.

Existing employees are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills. All internal advertising will give a brief description and outline of the job role along with the selection methods. In certain circumstances it may be necessary to concurrently advertise a vacancy internally and externally, particularly where vacancies are required to be filled to meet customer demand. The Company takes steps to ensure that knowledge of vacancies reaches a wide labour market and, where relevant, groups underrepresented in our organisation. Where appropriate, use may be made of lawful exemptions to recruit suitably-qualified people to cater for the special needs of particular groups. Vacancy advertisements shall include an appropriate short statement on our Equal Opportunities Policy and a copy of this policy shall be sent to those who enquire about vacancies.

A line manager who wishes to recruit someone must first obtain approval from Managing Director. Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically. If, however, the line manager wishes to upgrade a post, or create a new post, justification for this must be presented.

Before embarking on the process of recruitment, the line manager must ensure that there is an up-to-date job description for the post and a clearly drafted employee specification. The job description will describe the duties, responsibilities and level of seniority associated with the post, while the employee specification will describe the type of qualifications, training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job.

Where the job is to be advertised, the proposed advertisement must be submitted to the HR department and Managing Director for approval.

The Company is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to

This policy is owned by Asphalt Reinforcement Services Ltd and may be reviewed at any time.

Updates will be communicated to all users.

gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

A member of the Human Resources Department will be involved in the entire recruitment and selection process including short-listing for interview, the interview itself and final selection. As a minimum, a member of the Human Resources Department and the recruiting Line manager will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively.

It is the organisation's practice to seek the successful candidate's consent for it to seek two written references and to ask for documentary proof of qualifications. Any offer of employment will be conditional on both of these being satisfactory.

The confirmation of an established appointment with the Company will be subject to the satisfactory completion of a probationary period. The normal probationary period is for 6 months; however, this may be extended if appropriate and at the discretion of the Company.

Dated: 1<sup>st</sup> December 2019

A handwritten signature in black ink, appearing to read 'Howard J. Cooke', written in a cursive style.

Howard J. Cooke

Managing Director