

RECRUITMENT POLICY

It is the organisation's policy to recruit the most suitable person for each vacancy, regardless of sex, race, religion or belief, age or perceived age, sexual orientation or disability. Wherever possible, existing employees will be invited to apply for promotion opportunities when a suitable vacancy arises.

- Copies of all advertisements (where appropriate) will be placed on internal notice boards together with a note informing existing staff that they are welcome to apply.
- Staff concerned with recruitment must ensure that they comply fully with the organisation's equal opportunities policy at every stage of the recruitment process.
- A decision to shortlist, interview or offer employment will take no account of an applicant's trade union membership or non-membership.
- A decision to shortlist, interview or offer employment will be taken without regard to the applicant's gender, racial or ethnic background, religion or belief, sexual orientation, age or (unless justified) disability.
- All job applications will be acknowledged within two weeks of receipt.
- External applicants who are invited to an interview must be sent a map showing the location of the interview and an outline of the form of the interview, and appropriate personnel (receptionist and all those who will be attending the interview) must be informed that they are expected.
- In accordance with the organisation's equal opportunities policy, reasonable attempts will be made to accommodate the particular needs of any person who has notified the organisation that he or she has a disability within the meaning of the Disability Discrimination Act 1995 at all stages of the recruitment process.
- Applicants who are not short listed must be informed of this fact as soon as possible. This will be done by the Personnel Department.
- When a suitable candidate has been identified, a job offer will be made subject to satisfactory references, proof of qualifications, sight of relevant documentation confirming the individual's right to work in the UK and a completed medical questionnaire that is acceptable to the employer. Also, on occasion and dependant on the role to be undertaken, a Disclosure Scotland Check may be required. The level of this check will be determined by the conditions of the job.
- Each offer letter must be accompanied by a statement of the terms and conditions of employment relating to that position and a form for the applicant to sign denoting acceptance of the job on those conditions.
- In the case of internal promotions or transfers, the employee must be sent a letter confirming the variation to his or her terms and conditions e.g. salary, fringe benefits. Details of the planned induction should also be sent with this letter, e.g. outlining any training and development, coaching or work shadowing.
- Appointments will not be confirmed, nor starting dates set, until satisfactory replies have been received from referees, proof of qualifications submitted by the employee, the medical questionnaire reviewed and documentation confirming the individual's right to work in the UK seen and copied.
- Once the starting date has been agreed, the Personnel Department must be informed in order that the induction programme can be arranged and appropriate departments notified.
- All appointments will be made subject to a satisfactory probationary period. New employees' progress will be monitored closely by their supervisor following their company induction by the Personnel Department. During this period and they will be interviewed mid probation then have a probation interview after three months' employment. A recommendation should be discussed and agreed at the probation interview as to whether the employment should be:

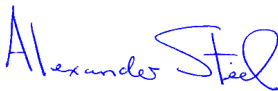
(a) Confirmed

(b) Extended

(c) Terminated

Signed:

A Steel
Managing Director



Date 30th January 2009