

Red Sector Recruitment Recruitment Policy

Red Sector Recruitment recognises that effective and consistent recruitment practices are essential to ensure that all applicants are treated fairly and with equality of opportunity. The recruitment process must result in the selection of the most suitable person for the job in respect of skills, experience and qualifications. Red Sector Recruitment are subsequently committed to recruiting individuals who are always most suited to the position in question and comply with its Equality & Diversity Policy.

This Policy defines the principles that Red Sector Recruitment considers important in the recruitment process and aims to ensure that consistency and good practice is applied across the Company.

Equality & Diversity in Recruitment

It is against Red Sector Recruitment's Equality & Diversity Policy to discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, cultural or religious beliefs. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

All employees are required to comply with the requirements of Red Sector Recruitment's Equality & Diversity Policy at every stage of the recruitment process including production of job descriptions, advertising material, instructions given to recruitment agencies, shortlisting of applications, interviewing, selection decisions and offers of employment.

All policies and procedures reflect Red Sector Recruitment's commitment to achieving and maintaining equal opportunities within the workplace. It is the responsibility of every employee to monitor continually and evaluate formal and informal practices and procedures to ensure that they do not directly or indirectly discriminate against any individual or group of society.

Red Sector Recruitment will treat all job applicants in the same way at each stage of the recruitment process, and no assumptions will be made based on, for example, appearance or a foreign name. There will be no assumption that a foreign national or someone from an ethnic minority has no right to work in the UK. Our inclusive practices extend to the rehabilitation of ex-offenders and candidates with convictions are not discouraged from applying. All staff undergo thorough and regular training, including Equal Opportunities and bias training to ensure they are equipped to implement Red Sector Recruitment's Policies and Processes. Support is provided to all new employees, including those returning or new to work, ensuring success and reducing attrition.

Any employee who is found to be discriminating in any way during the recruitment process will be subject to the disciplinary procedure and may be liable to dismissal.

Monitoring Equality & Diversity in Recruitment

To monitor the effectiveness of the Recruitment and Equality & Diversity Policy it is necessary that all candidates complete the Equality & Diversity Monitoring Form. Any data which is collected regarding gender and ethnic origins will be collected solely for the purpose of monitoring equal opportunity and will be held confidentially by the Company and in accordance with its Data Protection Policy.

Recruitment Authorisation & Job/Person Specifications

All vacancies must be authorised by a Director of Red Sector Recruitment before any attempt is made to fill the role. In making the request to the Director consideration should be given to whether the role could be absorbed amongst the rest of the team or elsewhere in the Company.

Where the vacancy is for the purpose of providing Employment Agency and/or Employment Business services, the role will be checked for compliance against the Code of Practice.

Upon authorisation, the person/manager recruiting must produce a job description for the vacancy which provides a fair and accurate representation of the role. The job description will include a clearly drafted person specification which will describe the duties, responsibilities and seniority of the post and the person specification will describe the qualifications, knowledge, experience, skills and competencies needed for the role to be carried out effectively.

The Job Description should be given to all candidates prior to interview to enable them to prepare adequately for the interview.

Care must be taken when producing job descriptions to ensure that unreasonable requirements are not placed on the job holder which cannot be objectively justified and may unfairly disadvantage certain groups e.g. women, ethnic minorities or disabled persons.

Advertising of Vacancies

All vacancies must be advertised within the Company to all members of staff prior to external methods of recruitment being used. Wherever possible internal candidates will be considered in preference to external candidates and reasonable training and coaching will be provided to enable employees to achieve career advancement. Where it has not been possible to recruit within the Company, then external methods of recruitment may be considered. These may include approaching approved employment agencies or advertising on job boards.

Where the job is to be advertised, the proposed advertisement must be submitted for approval by a Director of Red Sector Recruitment. An advertisement must not show any intention to discriminate unlawfully.

Where the vacancy is for the purpose of providing Employment Agency and/or Employment Business services, advertising will be by the appropriate medium, and shall abide by the Code of Practice.

Shortlisting

To shortlist candidates for interviews, Red Sector Recruitment will:

- Identify specific job-related criteria using the job description
- Match these criteria with those detailed in the candidate's CV
- Use this information to select which candidates will be invited for interview.

All applications for positions with Red Sector Recruitment, whether through a direct advertisement or a recruitment agency, will always be informed of the outcome of their application as quickly as possible. Where candidates have applied to Red Sector Recruitment directly, they will be informed of the outcome in writing.

Recruitment Interviews & Employment Offers

The interview will focus on the needs of the job and skills needed to perform it effectively. Managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. A record of every recruitment interview will be made and passed to the HR department to be retained for a suitable period.

Once the most appropriate candidate has been selected, this appointment needs to be approved by a Red Sector Recruitment Director and the terms and condition of the offer of employment must be confirmed by the approving Director. In setting a starting salary, Red Sector Recruitment will consider the salary of existing employees in a similar role in order to ensure that inconsistencies are not created within the Company which could be challenged under the Equality Act 2010. Verification of earnings/performance may be sought in the format of previous payslips.

An offer will be made verbally to the candidate and, once agreed, a contract of employment must be raised and sent out with the offer letter.

Points-based system

The Company will comply with the requirements of the Home Office's points-based system for the employment of foreign workers. Where a worker is to be recruited who is subject to immigration control and does not have the right to work in the UK, it is the responsibility of a Red Sector Recruitment Director to assess if sponsorship is appropriate. In respect of eligible foreign workers who are to be recruited, Red Sector Recruitment will obtain a sponsor license to be able to issue a certificate of sponsorship to such workers.

References

All employment offers are conditional upon receipt of two professional references which are satisfactory to the Company. The referees should usually be the applicant's current and previous employers although, in the case of a college or school leaver, a college tutor or teacher will be acceptable. Details of referees will usually be sought from an applicant once an offer of employment is made and referees will not be approached without the applicant's permission.

For specified positions (e.g. Senior/Director-level appointments) Red Sector Recruitment may require the applicant to provide details of referees prior to an offer of employment being made. With the applicant's consent, the referees will be approached, and the responses received will form part of the selection decision.

References will usually be sought in writing and require that a standard reference form be completed. Details may be checked or clarified by telephone where necessary. If a response to a written request for a reference has not been received, then Red Sector Recruitment will telephone the referee and may seek an oral reference instead.

If references which are satisfactory to Red Sector Recruitment are not received within a reasonable timescale, then it may be necessary to withdraw the offer of employment.

The Bribery Act

When recruiting for posts that may be vulnerable to bribery risks (such as roles in Purchasing, Marketing or Distribution), and subject to the requirements of the Rehabilitation of Offenders Act 1974, the Company may need to carry out additional checks during the recruitment process. These checks may include carrying out criminal record, bankruptcy and credit reference checks and/or taking up additional references.

Qualification Certificates

Where applicable to the role, all applicants are required to provide evidence of qualifications either in the form of original certificates, which will be copied and then returned or photocopies. Confirmation will be sought from the relevant Examination Board if certificates cannot be produced. The employment offer will be conditional upon valid evidence of qualification and the offer may be withdrawn if this is not supplied within a reasonable timescale. If an applicant falsifies certificates or evidence of qualifications and this subsequently comes to the attention of Red Sector Recruitment at any stage during employment then the individual will be subject to disciplinary action and may be liable to dismissal.

Right to Work in the UK and Illegal Working

It is against the law for a Company to employ a person who does not have permission to live and work in the UK; Red Sector Recruitment will not employ an individual unless he or she has a legal right to work in the UK. All offers of employment will be subject to the successful candidate providing the required original documents showing evidence of their right to work in the UK (on an ongoing or restricted basis). A Director of Red Sector Recruitment will check the necessary documents during the recruitment process. To carry out a check on the Home Office right to work checking service, the candidate must have shared their right to work details with the employer using the online Home Office service. Red Sector Recruitment may also utilise ID/Document Scanning Verification technology to validate ID/Right to Work documents.

The requirement to prove a legal right to work in the UK will apply to every person who is offered employment with the Company, regardless of their race, nationality or ethnic or national origins. If an applicant is not able to prove a legal right to work in the UK, then they will be advised to contact the Citizens Advice Bureau for further advice. In these circumstances, the employment offer will be put on hold while further checks are made. In the event that an individual has time-limited permission to live and work in the UK he or she must provide evidence of his or her renewed right to live and work in the UK at the expiry of the current permission.

If it becomes evident to the Company during the course of an employee's employment that he or she does not have the right to work in the UK, the Company will, following an investigation into the circumstances and having established that the employee does not have the right to work in the UK, terminate the employee's contract of employment. If a line manager becomes concerned that an employee in his or her team or department is working in the UK illegally, he or she should report the matter to a Director of Red Sector Recruitment, giving reasons for the concern. The Director and/or Senior Management Team will investigate the matter further.

Personnel Records & Starter Procedures

Personnel records are held by Peninsula HR Support. A file containing paper records is held for each employee and will include:

- Contract of Employment
- Personal information – New Starter Form
- Next of kin
- Ethnic origin
- Home address
- Copy of Birth certificate (or similar proof of right to work)
- Copy of all qualifications
- Changes to terms and conditions
- Absence records
- Current Disciplinary details
- Records of any Training undertaken
- Records of Objectives and Performance Appraisals.

These records are held in a secure environment, only accessible to Directors of Red Sector Recruitment. Red Sector Recruitment's accountants/payroll bureau also have/has limited access to enable them to run payroll and pay expenses. Employees will be asked annually to confirm the information we hold on them is correct.

Complaints Procedure

Any applicants who consider that they have been unfairly treated or discriminated against during the recruitment process should write to Sonny Cooper-Sutton stating the grounds of the complaint. Any employee who wishes to complain about his/her experience of the recruitment process should do so by means of the Grievance Procedure.

This Policy has been approved and authorised by:

Name: Sonny Cooper-Sutton
Position: Managing Director
Date: 31st August 2023
Due for Review by: 30th August 2024