

# Recruitment Procedures Policy

## 1. Policy Statement

ISSEE welcomes diversity amongst its staff and seeks to ensure that all candidates for employment are treated fairly, and that selection is based solely on the individual basis by criteria relevant to the post.

In pursuance of this aim and of its statutory duties, the Company, as an employer committed to the principle of equality of opportunity, is bound by this conduct in the recruitment and selection process for all advertised posts.

## 2. Selection Criteria

Selection criteria will be clearly defined and reflected in the further particulars sent to candidates, which will also include details of the Company's commitment to equality of opportunity. Job qualifications or requirements which would have the effect of inhibiting applications from individuals possessing one or more protected characteristic as defined by the Equality Act 2010 (namely age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation) will not be demanded or imposed except where they are justifiable in terms of the job to be done, and this will be made clear in the advertisement and/or further particulars.

## 3. Advertising

Job advertisements will be normally widely publicised to encourage applications from a broad range of suitable candidates from all backgrounds. These adverts will also be advertised in the local community of our operations sites, both home and in the country that the contract will take place.

## 4. ISSEE Recruitment Database

ISSEE Recruitment Database has been created to attract talent and to improve the efficiency of recruitment process within the Company.

Candidates can join the data base by sending their CV to [HR@issee.co.uk](mailto:HR@issee.co.uk) or entering their information via ISSEE Careers webpage.

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B Bardecka HR and Executive Support Manager	9 <sup>th</sup> August 2018	9 <sup>th</sup> August 2020

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ISSEE doesn't collect any personally-identifiable information about potential candidates (name, telephone number, or email address) ('personal data') unless they provide it to ISSEE voluntarily, specifically during the application process.

Applicants can remove their data and CV from ISSEE Recruitment Database by contacting [HR@issee.co.uk](mailto:HR@issee.co.uk). ISSEE will take all reasonable efforts to delete requested information from the Company records.

Applicant details are kept on file for a period of 3 years, after which time HR Department will contact interested parties to confirm if they wish to remain on ISSEE Recruitment database.

### 5. Selection of Candidates

The ability of each candidate to perform the job description will be compared objectively against the selection criteria for that job, and all applications for a post will be processed in the same way. Information sought from candidates and passed to those responsible for appointments will relate only to the qualifications for or requirements of the job.

The Company recognises its statutory obligation to make such adjustments to the workplace and to working arrangements as are reasonable to accommodate suitably qualified disabled applicants. Wherever suitably qualified persons are available, there will be at least one member of each gender on the selection committee. All members of the selection committee will be aware of this code and training and advice will be available in furtherance of its principles.

Interview questions will relate to the selection criteria. No questions will be based on assumptions for example about roles in the home and the family. Questions about private personal relationships, children, or domestic obligations will not be asked at interview, although candidates may request information on relevant staff benefits and policies. Where it is necessary to obtain information on personal circumstances (for example, in relation to a selection criterion such as flexibility to work irregular hours), questions about this will be asked equally of all candidates and, like other questions, will relate only to the job requirements.

In the case of disabled applicants who identify themselves at the application stage, appropriate interview arrangements (such as accessible interview rooms or the assistance of a sign language interpreter) will be offered to enable such candidates to compete on an equal basis.

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The Company, will where possible, select applicants from the local area to aid and support the local community. This is pertinent when recruiting for positions overseas.

### 6. Conflict of Interest in Relation to Recruitment

“A conflict of interest is a situation in which someone in a position of trust has competing professional or personal interests. Such competing interests can make it difficult to fulfil their duties impartially. A conflict of interest exists even if no unethical or improper act results from it.

If an individual who intends to be an applicant for a position within ISSEE may be involved in drafting the documentation relating to the post or the information for candidates. Where it is found that a staff member subsequently applies for a position where s/he has been involved in preparing the documentation, the process shall be recommenced without that individual’s involvement. Similarly, any individual who by the nature of the relationship with a potential candidate would be deemed to have a conflict which cannot be managed, cannot be involved in the drafting of documentation relating to the post and where subsequently it is found that such a conflict exists, the process shall recommence without the individual’s involvement. Conflict of professional or personal interest or potential conflicts of interest should be declared to the Director, HR prior to the preparation of the recruitment documentation.

### 7. Record-keeping

Details of candidates and of selection decisions (including the rationale for selection or rejection) will be kept for six months (under the guidelines of GDPR) after an appointment has been made. The Company will supply reasonable feedback to unsuccessful candidates on request during that period.

### 8. Review of Recruitment Practice

Recruitment procedures and practices will be kept under review to ensure that this code is operating effectively.

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