



Recruitment and Selection Policy (UK)

1. Purpose

The Company is committed to recruiting and selecting employees fairly, consistently, and on merit, while complying with all applicable UK employment legislation.

2. Scope

This policy applies to all recruitment and selection activities for employees, workers, apprentices, interns, agency workers, and contractors.

3. Legal Compliance

The Company will comply with all relevant UK legislation, including:

- Equality Act 2010
- Employment Rights Act 1996
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- Immigration, Asylum and Nationality Act 2006
- Rehabilitation of Offenders Act 1974
- Safeguarding Vulnerable Groups Act 2006 (where applicable)
- Health and Safety at Work etc. Act 1974

4. Policy Principles

The Company will:

- Recruit based on merit, qualifications, skills, experience, and business needs.
- Provide equal employment opportunities.
- Prohibit discrimination, harassment, and victimisation.
- Provide reasonable adjustments for disabled applicants.
- Maintain confidentiality and protect personal data.
- Promote diversity, equality, and inclusion.

5. Recruitment Process



All vacancies must be approved before advertising. Recruitment and selection will be conducted using fair, objective, and consistent criteria.

Selection methods may include:

- Application screening
- Interviews
- Skills or competency assessments
- Reference checks
- Qualification verification
- Right-to-work checks
- DBS checks where legally required

6. Employment Offers

Offers of employment will be made in writing and may be subject to satisfactory:

- References
- Right-to-work verification
- Qualification checks
- Criminal record checks where applicable

The Company reserves the right to withdraw an offer where checks are unsatisfactory or false information has been provided.

7. Responsibilities

Human Resources and Hiring Managers are responsible for ensuring recruitment activities comply with this policy and all applicable legislation.

8. Monitoring and Review

The Company will regularly review recruitment practices to ensure legal compliance, fairness, and effectiveness. This policy will be reviewed every two years or earlier if legislative changes occur.

Signed:

A handwritten signature in black ink, appearing to read 'M. Aziz'.

Position:

Managing Director

Date:

01/04/2026