

<p style="text-align: center;">Legate Group Limited Recruitment and Staff Screening Policy 30 September 2018</p>

1. Introduction

- 1.1 Effective and consistent recruitment practices are essential to ensure that all applicants are treated fairly and with equality of opportunity so that costly recruitment mistakes are avoided.
- 1.2 The recruitment process must result in the selection of the most suitable person for the job in respect of skills, experience and qualifications. To this end, the Company will recruit candidates who are most suited to the position in question. The nationality of the most suitable candidate will have no bearing on whether or not he/she is selected for the post.
- 1.3 This Policy defines the principles that the Company considers important in the recruitment process and aims to ensure that consistency and good practice is applied across the Company.
- 1.4 It is usual business policy to adopt an in-house recruitment process.

2. Equal Opportunities and Diversity in Recruitment

- 2.1 It is against the Company's Equal Opportunities and Diversity (EOD) 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.
- 2.2 All employees are required to comply with the requirements of the EOD 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.
- 2.3 All policies and procedures reflect our 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.
- 2.4 The Company will treat all job applicants in the same way at each stage of the recruitment process, and no assumptions will be made on the basis of, 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.
- 2.5 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.

3. Job Descriptions and Person Specifications

- 3.1 The Company will produce a job description for the vacancy which

provides a fair and accurate representation of the role and follows the format which is laid out in the Job Description Form. The job description will include a clearly drafted person specification.

3.2 The job description 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.

3.3 The Job Description Form should be given to all candidates prior to interview to enable them to prepare adequately for the interview which will improve the success of the interviewing process.

4. Advertising of Vacancies

4.1 The Company will employ a suitable method of advertising the role based on the complexity of the job. These may include approaching reputable employment agencies or advertising on job boards within the business park.

5. Shortlisting

5.1 In order to shortlist candidates for interviews, the Company will:

5.1.1 Identify specific job-related criteria using the job description;

5.1.2 Match these criteria with those detailed in the candidate's CV; and

5.1.3 Use this information to select which candidates will be invited for interview.

5.2 Candidates who apply for positions with the Company, 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 the Company directly, they will be informed of the outcome in writing.

6. Recruitment Interviews

6.1 The interview will focus on the needs of the job and skills needed to perform it effectively.

6.2 A record of each recruitment interview will be made and be retained for a suitable period of time, but for no longer than 2 years.

7. Offer of Employment

7.1 Once the most appropriate candidate has been selected the terms and conditions of the offer of employment must be verbally confirmed to the successful candidate immediately.

7.2 In setting a starting salary, the Company must bear in mind 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.

7.3 Once an offer is agreed, a contract of employment must be raised and sent out with the offer letter.

8. Screening and References

8.1 Successful job applicant screening and verification is a routine policy, which helps the Company to minimise risks from theft, fraud, misuse of facilities and other disruptive factors. All job applicants, whether as a

permanent, temporary or otherwise contracted member of staff are subject to screening and verification checks, particularly new recruits who may require access to sensitive data. 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.

- 8.2 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.
- 8.3 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 the Company will telephone the referee and may seek an oral reference instead.
- 8.4 If references which are satisfactory to the Company are not received within a reasonable time-scale, then it may be necessary to withdraw the offer of employment.
- 8.5 Where appropriate, the potential employee must produce an up to date Criminal Records Bureau (CRB) check prior commencing employment along with any appropriate credit checks that may be considered necessary in the circumstances.

9. The Bribery Act

- 9.1 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.
- 9.2 These checks may include carrying out criminal record, bankruptcy and credit reference checks and/or taking up additional references.

10. Qualification Certificates

- 10.1 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.
- 10.2 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.
- 10.3 If an applicant falsifies certificates or evidence of qualifications and this subsequently comes to the attention of the Company at any stage during employment, the individual will be subject to disciplinary action and may be liable to dismissal.

11. Work Permits and Illegal Working

- 11.1 It is against the law to employ a person who does not have permission to live and work in the UK. The Company could be prosecuted and fined under the Immigration and Asylum Act 1999 for employing somebody who does not have permission to work in the UK. The Company will not employ an individual unless he or she has a legal right to work in the UK.

- 11.2 All offers of employment will be subject to the successful candidate providing the required original documents showing evidence of his or her right to work in the UK (on an ongoing or restricted basis). The Company's Director will check the necessary documents during the recruitment process. All successful candidates will be required to provide evidence of one original piece of documentation from the list below once an offer of employment is made:
- 11.2.1A document giving the person's National Insurance number and name. This could be a P45, a National Insurance card or a letter from a government agency;
 - 11.2.2A document showing that the person can stay indefinitely in the UK or that they have no restriction preventing them from taking employment. This may be an endorsement in a passport or Home Office Letter;
 - 11.2.3A work permit or other approval to take employment from the Department for Education and Employment;
 - 11.2.4A document showing that they are a UK Citizen or have right of abode in the UK. This may be an endorsement in a passport, a birth certificate, a registration or naturalisation document or a letter from the Home Office;
 - 11.2.5A document showing that they are a national of a European Economic Area country. This may be a passport or national identity card: or
 - 11.2.6A document confirming registration with the Worker Registration Scheme.
- 14.3 In order to avoid discrimination, it is essential that the same criteria are applied to every person who is offered employment with the Company, regardless of their race, nationality or ethnic or national origins.
- 14.4 If an applicant is not able to produce one of the documents listed then they will be advised to contact the Citizens Advice Bureau for further advice and their employment will be put on hold until evidence can be produced, otherwise the offer may be withdrawn.
- 14.5 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.
- 14.6 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.

12. Personnel Records & Starter Procedures

- 15.1 Personnel records are held by the Company's Director. A file containing paper records is held for each employee and may include:
- 15.1.1 Contract of Employment;
 - 15.1.2 Personal information – New Starter Form;
 - 15.1.3 Next of kin;

- 15.1.4 Ethnic origin;
 - 15.1.5 Home address;
 - 15.1.6 Copy of Birth certificate (or similar proof of right to work);
 - 15.1.7 Copy of marriage certificate if appropriate;
 - 15.1.8 Copy of all qualifications;
 - 15.1.9 Changes to terms and conditions;
 - 15.1.10 Absence records;
 - 15.1.11 Current Disciplinary details;
 - 15.1.12 Records of any Training undertaken; and
 - 15.1.13 Records of Objectives and Performance Appraisals.
- 15.2 These records are held in a secure environment, only accessible to the Company's Director. Electronic records may also be held by the Company's Director. This enables information gathering and quick access to employee records. The Company's accountant also 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.

13. Complaints Procedure

- 16.1 Any applicants who consider that they have been unfairly treated or discriminated against during the recruitment process should write to the Director 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 & authorised by:

Name: Tony Clarke

Position: Director

Date: 30/09/2018

Version Control:

Version	Date	Date Approved	Next Review Date
V1	01/10/2016	01/10/2016	30/09/2018
V2	26/09/2018	26/06/2018	30/09/2019