Document Title	Selection and Recruitment Policy
Document Reference	1.03.5
Version	1.0.1.3
Issue Date	1st January 2022
Document Author	John F Macleod
Document Approval	Douglas Leask
Applicability	All areas of operations within the company
Pages	3

Selection and Recruitment Policy

This policy is intended to ensure effective recruitment which is crucial to the successful running of the Company and depends upon finding individuals who possess the necessary skills, knowledge, experience, qualifications and attributes to meet the requirements of their position, thereby contributing to the values and aims of the Company.

Accordingly, this policy provides guidelines to be followed and approvals to be obtained when there is a requirement to recruit additional manpower resources within the Company.

This policy will apply to all line managers and employees involved in the recruitment of staff and to all vacancies which may occur within the Company.

It is the policy of the Company to recruit only when there is a valid requirement and to conduct the recruitment process in a professional manner. The Company aims to ensure that all existing employees and external candidates are treated fairly, reasonably and consistently in all matters relating to recruitment.

Before a decision to recruit is made, alternatives will be considered and wherever possible, existing employees will be invited to apply for promotion or developmental opportunities.

At all stages, the following principles will apply:

- The Recruitment Policy will, at all stages, comply fully with all relevant employment legislation.
- The Recruitment Policy will be exercised in accordance with employment Equal Opportunities Regulations. Hence, there will be no discrimination in terms of race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief, age and political affiliations or any other considerations which are irrelevant to the performance of the job.
- Recruitment advertisements will not make misleading claims or present misleading information.
- All recruitment and selection systems will be fair, consistent, and valid.

Alternatives to Recruitment

Prior to identifying a requirement to source a new or replacement employee, line managers must explore alternative solutions to recruitment. Such solutions may include:

- Temporary or permanent re-assignment of duties to other employees within the company
- Temporary or permanent secondment of resources from another part of the company
- Temporary or permanent internal promotions

Identification of Resource Requirement

Once a requirement for additional or replacement personnel has been identified, the Line Manager should present the need to the Managing Director for approval.

Sourcing Of Candidates

For each vacancy, the Line Manager will consider an appropriate combination of the following methods of sourcing suitable candidates:

- Internal Advertisement
- External Advertisement
- Existing Job/Applicant Files

Internal Advertisement
The Company will endeavour, where appropriate, to advertise vacancies internally. Employees who are interested in vacancies advertised internally must consult with their current line manager before applying.

External Advertising
Recruitment advertising may be carried out by means of using local or national media and/or websites as appropriate to target the required candidates. A draft advertisement reflecting the key elements of the Job Description will be prepared by the Line Manager who will liaise with the relevant media sources.

Existing Job/Applicant Files
In conjunction with the above-mentioned methods of sourcing candidates, a review of previous recruitment exercises and a search of existing applications held on file will be conducted.

Processing Applications
The Line Manager will be responsible for processing applications. Applications which meet the required criteria will be shortlisted for interview.

Interview Process
Once suitable candidates have been identified, a letter inviting them for interview will be issued by the Company. In certain cases, a second interview may also be held.

Interview Assessment
Each candidate will be assessed as to their suitability for the position and a written record of the assessment will be prepared by the Line. Following completion of the interviews, the Line Manager will identify those candidates who will be offered a position and report this to the Managing Director for approval.

Candidate Notification
All applicants will receive a reply from the Company. Letters will be co-ordinated by the Commercial & HSEQ Director. Where possible, replies will be sent within two weeks of the interview being conducted.

Unsuccessful applications will be held on file for a period of one year, after which time these applications will be removed from current files and destroyed.

Offer of Employment
Once a suitable candidate has been identified, a formal offer of employment will be made to the successful candidate. The offer package will be prepared by the Commercial & HSEQ Director and signed by the Managing Director.

Reference Checks
All offers of employment will be subject to receipt of satisfactory references.
The Commercial & HSEQ Director will be responsible for conducting sufficient and relevant reference checks on candidates who are offered employment.

One of the reference checks should be from the most recent employer. References will only be taken up once an offer of employment has been made. Should a reference received be considered unsatisfactory, a decision to withdraw the offer may be taken by the Line Manager. All reference checks will be made in strict confidence.

Medicals
Offers of employment within the Company may be subject to the individual undertaking a medical examination, as certain categories of employees may be required to undergo a Company sponsored pre-

employment medical examination or complete a Medical Questionnaire prior to commencing employment with the Company.

Qualifications/Identity Checks
Original documentation confirming qualifications must be presented by successful candidates prior to commencing employment. Successful candidates should also provide suitable confirmation of identity e.g. passport, driving licence along with details of work permits/visas to verify their entitlement to work in the UK. These documents will be copied to the employee's personnel file.

Induction
If you have any further questions, then please refer to or request the IMS New Employee Induction Procedure.

Signed:

Name: Douglas Leask, Managing Director

Date: 1st January 2022