

## Recruitment POLICY STATEMENT

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### **Objective**

The aim of recruitment is to attract potential employees who have the relevant skills, qualifications and experience to make a positive contribution towards the work of the Company.

### **Making a choice**

Recruitment & selection involves the element of choice. This applies equally to both the Company and applicants. Whilst the Company is seeking to attract applicants of the right caliber and aptitude, applicants are considering whether the Company and the post for which they are applying will meet their own personal ambitions.

The aim is to provide applicants with comprehensive information about the post, the qualifications and experience required, and terms of employment so that they can make an informed choice about whether S+B (UK)Ltd is the place they want to work. At interview applicants will, where appropriate, be given the opportunity to meet their potential working colleagues..

### **Equality & Diversity**

The Company is committed to equal opportunities and the recruitment and selection process is an important part of the Company's efforts to achieve this. The process aims to ensure that the person who best meets the person specification is appointed without discrimination on the grounds of race, sexual orientation, colour, nationality, ethnic or national origin, disability, gender, age, marital status or religion.

### **Safeguarding**

S+B (UK) Ltd undertake work on construction sites which on occasions includes work in schools, colleges and hospitals. S+B (UK) Ltd is committed to the safeguarding of children and vulnerable adults, as part of this commitment applicants are required to undertake appropriate checks as well as providing proof of their right to work in the UK.

### **Responsibility**

The recruitment process is undertaken by the departmental line managers who produces the job description / specification (once sign off approved by Board)

The job description / specification will 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.


### **Advertising of Vacancies**

All vacancies will 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 will be considered. These may include approaching agencies or advertising in suitable press.

## JOB GENERATION FLOW

Line Managers request to senior management team their need to recruit.

- Senior management team sign off to request
- Internal memo circulated for potential applicants and held on internal notice boards
- If further action required use external agencies as required to cover the recruitment need
- Review submitted CVs - decision made on who to select for interview
- Interview if needed with a member of senior management team



Signed:  
Managing Director

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