

1. Introduction

- 1.1 Effective and consistent recruitment processes are essential to ensure that all applicants are treated fairly and that the Company has a policy of opportunity so that costly recruitment mistakes are avoided.
- 1.2 The recruitment process for the job in respect of which the Company will recruit candidates will be based on the selection of the most suitable person for the job in respect of his/her qualifications. To this end, the Company will recruit candidates who are best suited to the position in question and comply with its <<Equal Opportunities/Equality and Diversity>> Policy at all times. The nationality of a candidate will have no bearing on whether or not he/she is selected, subject to the requirement to meet the resident labour market test and eligibility for sponsorship where necessary.
- 1.3 This Policy defines the recruitment process and is applied consistently across the Company. Consistency and good practice is considered important in the recruitment process.
- 1.4 This Policy sets down the Company's policy on employing foreign workers. It is the Company's policy to comply with its legal obligations in relation to employing foreign workers.

2. <<Equal Opportunities/Equality and Diversity>> Recruitment

- 2.1 It is against the Company's Policy to discriminate on the grounds of colour, race, nationality or ethnic or national origin.
- 2.2 All employees are required to comply with the requirements of the <<Equal Opportunities/ Equality and Diversity>> Policy at every stage of the recruitment process including producing and reviewing advertising material, instructions given to recruitment agencies, applications, interviewing, selection and offers of employment.
- 2.3 All policies and procedures must be consistent with the aim of equal opportunities with the responsibility of every employee to monitor continually and informally practices and procedures to ensure that they do not discriminate against any individual or group of society.
- 2.4 The Company will treat all candidates in the same way at each stage of the recruitment process, and no decision will be made on the basis of, for example, appearance or whether a candidate is a foreign national or someone who 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 liable to disciplinary procedure and may be liable to dismissal.

3. Monitoring <<Equal Opport

- 3.1 In order for us to monitor <<Equal Opportunities/Equality and Diversity>> it is necessary that all candidates complete the <<Equal Opportunities/Equality and Diversity>> Monitoring Form. Any data which is collected is for the purpose of monitoring equal opportunity and will be kept secure and protected from misuse. [This data will be kept on the <<Equal Opportunities/Equality and Diversity>> Monitoring Control Sheet.]

4. [Points-based system

- 4.1 The Company will comply with the points-based system for the employment of overseas workers. Where a worker is to be recruited who is subject to the points-based system, it is the responsibility of <<Insert Job Title E.g. the HR Manager>> to ensure that the post in question comes within the requirements of that tier.
- 4.2 In the event that a post falls under tier 2 (general) or certain tier 5 sub-categories, the Company will conduct a recruitment search before appointing an overseas worker.
- 4.3 In respect of tier 2 skilled workers, the Company will only recruit into the overseas workers list if the worker has been recruited by <<Insert Job Title E.g. the HR Manager>> or <<Insert Job Title E.g. the HR Manager>> apply for] a sponsor licence. The Company will only recruit relevant workers and will ensure that the worker has the necessary qualifications in this regard.]

5. Work Permits and Illegal Work

- 5.1 It is against the law to employ somebody who does not have permission to live and work in the UK. The Company will not employ anybody who does not have permission to live and work in the UK unless he or she has been recruited by <<Insert Job Title E.g. the HR Manager>> or <<Insert Job Title E.g. the HR Manager>> apply for] a sponsor licence. The Company will only recruit relevant workers and will ensure that the worker has the necessary qualifications in this regard.]
- 5.2 All offers of employment to overseas workers will require original documentation from the Home Office right to work. In respect of online right to work checks, the individual must agree to share their right to work details with the Company.
- 5.3 <<State Job Title E.g. the HR Manager>> will conduct right to work checks during the recruitment process.
- 5.4 If it becomes evident 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 a review of the circumstances and having established that the employee does not have the right to work in the UK, terminate the employee's employment.
- 5.5 If an individual has time to serve on his or her renewed right to live and work in the UK at the expiry date of his or her current right to live and work in the UK, he or she will be required to provide evidence of this to the Company.
- 5.6 If a line manager becomes aware of an employee in his or her team or department who does not have the right to work in the UK, she should report the matter to the HR Manager, giving reasons for the concern.

<<State Job Title E.g. the

investigate the matter further.

6. Complaints Procedure

- 6.1 Any applicants who complain against during the recruitment process on the grounds of the company's policy on his/her experience of the company's Grievance Procedure.

Any applicant who has been unfairly treated or discriminated against should write to <<Insert Name>> stating the grounds of the complaint. Any applicant who wishes to complain about the company's policy should do so by means of the company's Grievance Procedure.

7. Data Protection

- 7.1 The Company will ensure that all personal data is protected in accordance with the company's data protection policy.

The Company will ensure that all personal data, including information about the company's policy, is protected in accordance with the Company's data protection policy.

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