

Recruitment and Selection Policy

INTRODUCTION

Coastworks Operations Ltd strives to ensure that our recruitment results in us having the right people, in the right place at the right time. Our recruitment and selection policy aims to ensure that we attract and appoint applicants with the right skills, knowledge, behaviours and experience to meet the needs of all our vacancies. In light of this we ensure that we appoint on the basis of merit and without discrimination.

The policy applies to all employees and vacancies.

This Policy should be read in conjunction with other policies mentioned throughout. Particular attention must be paid to the Equality & Diversity Policy

PRINCIPLES

Recruiting managers must ensure that:

- Candidates are given equal access to information about the job vacancy and its requirements.
- Candidates are considered on merit.
- Interviews and the selection process are applied equally and consistently to candidates.
- Selection methods are reliable and free from bias or discrimination.

BEFORE RECRUITING

Before beginning the recruitment process, Coastworks Operations Ltd must carefully consider whether recruitment is really required and the role remains an important part of the functional structure and is not just a reaction to an employee leaving. Once this has been considered, if there is still a recruitment need, the Coastworks Operations Ltd will:-

- define the role
- attract and monitor applications,
- manage the application and selection process
- make the offer to the most suitable candidate

ATTRACTING APPLICATIONS

Coastworks Operations Ltd will first look to the internal talent pool when recruiting. Job vacancies can provide opportunities for career progression and development for existing employees.

Should the job be at an entry level, or if there is no suitable internal candidate, Coastworks Operations Ltd will then explore outside the organisation.

External posting of a vacancy, including advertisements, must be clear and indicate the following information:

- Requirements of the job.
- Necessary and desirable criteria for job applicants, i.e. the skills, knowledge, behaviours and experience required.
- A description of the company and its activities.
- Job location.
- Summary of Benefits Package offered for the job.
- Length of Contract, if not standard hours or short-term.
- Details of how to apply and the deadline.

No discriminatory language must be used when wording any advertisement that may unfairly disadvantage candidates on the basis of age, disability, gender, marriage or civil partnership, maternity or pregnancy, race, religion or belief, sexual orientation, or membership of a trade union.

Signed: Brian Young

Position: Director