

The purpose of our recruitment and selection policy is to ensure:

an effective recruitment process, providing a positive recruitment experience for all candidates;

a professional, consistent and transparent approach to recruitment and selection; candidates are recruited on the basis of their abilities and individual merit as measured against the criteria of the job;

adherence to the Equality Act 2010.

individuals involved in the process are up to date with the relevant employment and discrimination legislation;

equal opportunities and diversity are considered at each point of the process, with regular reviews carried out to ensure that there is no hidden bias;

arrangements are made for applicants with disabilities to ensure they are not at a substantial disadvantage compared to other applicants;

recruitment procedures are regularly updated in line with changes in legislation and best practice;

The recruitment and selection policy applies to all employees who are involved in the hiring process and to all potential candidates.

JCoffey strives to continuously improve our performance as an organisation by attracting, developing, motivating and retaining productive and engaged employees, with the aim to create a high performance, sustainable organisation that meets strategic and operational goals and objectives. We aim to attract and recruit people with diverse backgrounds, skills and abilities, who will enhance the quality of service and contribute to overall success. We aim to protect against the possibility of deliberate or unintentional discrimination against candidates on the basis of any protected characteristics. We aim to be transparent and unbiased in our process, appointing the best candidate, based solely on merit and best-fit with our organisational culture, values and goals. We are committed to providing opportunities for development and career progression to current employees. In order to achieve this, there will be certain circumstances where vacancies will only be advertised internally.

In order to achieve these objectives, JCoffey will:

Ensure that managers consider the extent to which vacant posts could lend themselves to flexible working (e.g., job sharing) to attract a wider range of candidates; Endeavour to reach under-represented groups and ensure that discrimination does not take place throughout the recruitment process.

Recruitment & Selection Policy (Attachment 1.37)		Revision 03	10.01.24	
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