



Recruitment Policy

Policy Statement

BPH will aim to recruit the best candidates with the necessary skills, expertise and qualifications to deliver the company's objectives and with the ability to make a positive contribution to the values and aims of the company.

BPH will always aim to treat candidates in a fair way throughout the recruitment process, keeping them fully informed of how their application is progressing and providing an opportunity for feedback.

The selection process that we use will be relevant to the job and the Company objectives and be fair and consistent. Our recruitment and selection processes will be monitored to ensure that they are non-discriminatory and reviewed and amended if necessary.

Applications are particularly welcomed from internal candidates who wish to develop their skills further by moving into a different role.

We will aim to recruit a diverse workforce which reflects our customer groups and the areas in which we work. Therefore, we will use positive action to remedy unrepresented and underrepresented groups to the point of recruitment and selection, at which stage all applicants will be considered on their knowledge, experience and overall competency to do the job.

All of our staff who are involved in the recruitment and selection process are fully aware of equal opportunities legislation.

Assessing the Need

Should an employee leave the company, or has been successful in securing another role internally, the relevant manager will conduct an assessment as to whether the vacant role is required to be filled. Consideration should be given as to whether the work can be allocated elsewhere, or whether the work required can be carried out in reduced or more flexible hours. If a new position is created, the manager should contact the HR manager in order to discuss the development of a job description and person specification.

Advertising

Once it has been confirmed by the manager that a replacement is required, an advert should be drawn up, taking into account the requirements in the job description and person specification. It is advised that the manager or supervisor concerned should contact the HR manager at this stage to ensure that the advert is not discriminatory and contains all relevant and required information. The advert should include the following:

- An outline of the company
- An outline of the role
- The essential criteria for applicants to be short listed
- The job location
- Salary and bonus information if applicable
- Stating whether the role is temporary or permanent
- If temporary the advert should state the length of the contract
- The application procedure



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In conjunction with HR, the manager should decide where the most appropriate place is for the advert, taking into account any budgetary requirements. The personnel department will be responsible for the placing of the advert.

Should the manager decide that a recruitment agency is to be utilised to fill the position, the HR manager will liaise with the relevant agency, confirming the requirements and agreeing the fees after Director Approval.

Short listing

Once the closing date has passed, any candidates who have applied for the position will be short listed against agreed criteria from the person specification.

Once an agreed shortlist has been drawn up, all candidates will be responded to, informing them of the outcome of the short-listing stage.

Interview/Aptitude Tests

Candidates who are required to attend an interview will be given as much notice as possible. In certain circumstances, it may be necessary for the candidate to be contacted by telephone first before a confirmation letter is sent out.

Candidates, who are invited to an interview, will be requested to bring proof of identification with them, for example a passport, and proof of address, for example a utility bill. If applicable, they should also be requested to bring proof that they are eligible to work in the UK. If they will be driving a company vehicle or operating plant/equipment, they will also need to bring their driving licence and competence cards/certificates with them. Checks will be made through specific card schemes applicable to their competences annotated on their cards/certificates.

The manager responsible for the vacancy will conduct the interviews, following previously agreed set of questions, based on the person specification. The manager should liaise with the HR manager regarding the questions that have been set.

At the end of the interview, the candidate will be given an opportunity to ask questions.

The candidate should be informed of the following:

- When they are likely to know the outcome of the interview
- The salary and bonus scheme
- Holiday entitlement
- Training period/induction program
- Whether they will have a company vehicle.

In accordance with the company's Equal Opportunities Policy, attempts will be made to accommodate the particular needs of any person suffering from a disability within the meaning of the Disability Discrimination Act 1995, at all stages of the recruitment process.



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Medical

In certain circumstances, the Company may require the candidate to complete a health questionnaire and attend for a medical examination. If it is necessary for medical records to be obtained, the requirements of the Access to Medical Records Act 1988 will be taken into account.

Reference Checking

All candidates who are successful at the interview stage will be subject to reference checks. Candidates will be asked for their authorisation first before the company approaches the referees. The current or most recent employer will be approached in all circumstances and if available a previous employer. If the candidate has not had a previous employer, a personal referee should be provided, who is not related to the candidate.

If a referee is to be approached by telephone, the questions posed on the reference form should be used.

[Please note that the HR manager for BPH should respond to reference requests from other companies.]

Offer of Employment/Issuing of Contract

The HR manager will be responsible for the drafting of offer letters and contracts of employment. Wherever possible, these should be issued and sent to the candidate prior to their agreed commencement date.

Induction

All new employees will have an induction program, which will include the following:

- Completion of employment documentation
- Issuing of Employee Handbook
- Explanation of the role and standard expected
- Receive any Personal Protective Equipment (PPE) relevant to the role.
- Explanation of domestic arrangements, e.g. breaks, booking of holidays etc
- Assistance to gain an understanding of the role, reporting relationships and the company

After a period, the manager should set time aside with the new employee to discuss and agree objectives for the probationary period, with review dates. The timescales of these review periods will depend upon the individual and the role into which they have been recruited.

Internal candidates, who have been successful in securing a promotion, will be subject to a probationary period of 3 months. In the event that either the company or the employee feels that the position is not for them, the employee will be offered alternative employment if a suitable vacancy is available.

The company has the right to extend this probationary period up to 6 months.

A handwritten signature in cursive script, appearing to read 'P McCormack'.

P McCormack
Managing Director

01 March 2022