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Approved by	GK

## Recruitment Policy

### Purpose

The purpose of our recruitment policy is to ensure that we have a consistent, fair, and cost-effective approach to the way that we recruit and select candidates for **Campbell & Kennedy Maintenance Ltd.** In doing so we aim to make **Campbell & Kennedy Maintenance Ltd** an employer of choice.

The aims of this policy and of the recruitment procedure are to enable selection of the best person for the job, to provide a structured approach to the recruitment process, to ensure consistency is achieved across the Group and, to comply with our own Equality and Diversity Policy and with current recruitment legislation.

### Recruitment Policy Overview

We recognise that **Campbell & Kennedy Maintenance Ltd** success depends upon the calibre of its people. Our recruitment policy therefore is to identify clearly the role and responsibilities of each job and its contribution to **Campbell & Kennedy Maintenance Ltd** as a whole, being flexible where possible in our working practices in order to attract and retain a high calibre of employee. To ensure that we integrate our career development programme with the needs of **Campbell & Kennedy Maintenance Ltd** and our employees, wherever possible we will offer newly available posts to internal candidates before seeking a wider range of candidates.

Our aim is to establish an effective workforce, instilling in our employees a desire for excellence, a willingness to take on individual responsibility and to be flexible, and an acceptance of the importance of team co-operation. We take for granted personal integrity, a commitment to self-development and self-reliance. We will encourage innovation.

### Internal Candidates

We aspire to enable all our employees to reach their potential insofar as this is possible within the objectives of the Company, to the mutual benefit of the individual and the Company. We recognise that a vacancy should wherever possible, create a career development opportunity for an existing employee.

Prior to vacancies arising we will prompt managers to consider actively succession planning within their department so that vacancies can provide development opportunities for other individuals within the department.

 <b>Campbell &amp; Kennedy Maintenance</b> <i>Attitude is everything</i>	<b>Recruitment Policy</b>	<b>IMPL-27</b>	
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**We** will ensure that information is openly available on jobs for which there is not already an identified successor. This will normally be by open advertising within the Company. We will actively promote the appointment of internal candidates whilst ensuring that this does not compromise our recruitment standards. We reserve the right to seek external candidates alongside internal candidates e.g. when there is a requirement for specific expertise.

### **Recruitment Practices**

We will actively encourage managers to review their department structure in order to review the necessity for recruitment. We will endeavour to provide appropriate staffing levels in all areas in line with agreed **Campbell & Kennedy Maintenance Ltd** needs.

Where a need has been identified, our recruitment practices will be viewed as fair and professional to both internal and external potential employees. We will ensure that the remuneration for a given position is sufficient to recruit and retain the appropriate calibre of staff.

All external advertising will be professional and portray the desired company image in line with corporate advertising. All advertising will be fair in relation to gender, ethnic origin, disability, sexual orientation, creed, or age and will not contain matters likely to cause widespread offence.

Advertisements will be as specific as possible and geared to attract only those who fill the essential person specification criteria.

Each appointment is viewed as a key business decision, so our recruitment processes are geared to identify the key skills, knowledge, motivation and attitudes required in the successful candidate utilising appropriate objective assessment methods. Active consideration of all applicants will take place regardless of their gender, ethnic origin, disability, sexual orientation, creed, or age.

Response handling will be efficient and professional. We will ensure that applications are acknowledged within two days of receipt and applicants will be informed about when they are likely to receive further communication.

After a vacancy has been filled, we will review the recruitment process with the manager to ascertain what went well and where improvements could be made. On a regular basis we will examine the longer-term effectiveness of our recruitment strategy and make amendments where necessary.

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### Joining Campbell & Kennedy Maintenance Ltd

We recognise that as far as possible the offer of employment should indicate a long-term commitment although when appropriate we will consider carefully alternatives in order to meet short-term resource requirements or the needs of our employees.

All successful candidates will receive a copy of the terms and conditions on which employment is offered with their offer letter.

All job offers will be made on condition that the successful candidate will provide two business references which are satisfactory to us, proof of the right to work in the UK and, where qualifications have been stated to be essential for the successful candidate, has furnished evidence of their compliance with that requirement. All staff will be required to provide details to **Campbell & Kennedy Maintenance Ltd** in order to submit a Criminal Records Bureau check which all company staff are required to undertake before employment commencement and regular periods thereafter. Only once these conditions have been met, and the employee has successfully completed their probationary period, will the employment be deemed to be permanent.

We will ensure that every individual joining **Campbell & Kennedy Maintenance Ltd** undergoes induction training in order to maximise the rate of individual and organisational learning.

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