

Recruitment and Selection Policy

Purpose

The purpose of this recruitment and selection policy is to ensure we recruit:

- The best possible candidates, based on their relevant merits, to support the delivery of our business objectives.
- In an equal and inclusive way that is consistent with employment legislation and good practice.
- Through a process that supports our values.
- Positively promoting Gem Cable Solutions as an employer of choice.
- In a value-for-money way.

Scope

This policy applies to all internal and external candidates who are applying to work at Gem Cable Solutions.

Policy Statement

Recruiting and selecting the best people is of paramount importance to the continued success of Gem Cable Solutions. We want to constantly improve our performance as an organisation, to ensure we are doing all we can to perform in the interests of our customers. To do this, we recognise we need to recruit from the widest possible talent pool and ensure we have the right balance of skills. Gem Cable Solutions aims to ensure a flexible and business-focused approach to recruitment, using a range of selection methods. Each recruitment campaign will be designed to identify the best person for the job, in the most time- and cost-efficient way, without compromising fairness, confidentiality, or Gem Cable Solutions' commitment to having a diverse workforce.

Recruitment Process

Gem Cable Solutions' approach to each aspect of the recruitment process is outlined below;

- Identification of a recruitment need before recruitment commences, the line manager for the role, in liaison with the Head of HR, identifies the specific recruitment need and gains the necessary approval for the role.
- A job description is prepared that will include an outline of the job's main accountabilities; and includes a person specification, which details the criteria required to perform the job (including behaviours), against which candidates can be assessed throughout the recruitment process.

- Advertising All vacancies should be advertised on Gem Cable Solutions' social media. Gem Cable Solutions may choose to advertise through cost-effective external media in order to generate a diverse pool of potentially suitable candidates.
- Where appropriate, staff will be able to refer external candidates in line with the Employee Referral Policy.
- In certain limited circumstances, it may be appropriate to make an appointment without advertising the role internally or externally. An assessment of the potential impact should be made before deciding to appoint without advertising and approval should be sought in advance from the Managing Director. In demonstrating that advertising should be waived, the assessment will need to show that the equality and diversity implications have been considered and that there is no internal staff eligible for redeployment.

Applications and Shortlisting

All individuals regardless of race, age, disability, gender, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity, marriage, or civil partnership are encouraged to apply for vacancies. For further information, please refer to the Equality and Diversity Policy. Applications are treated with due confidentiality. Shortlists will be determined by the extent to which a candidate's experience, knowledge, and skills match the role requirements as demonstrated within their application. Gem Cable Solutions makes a commitment to interview all candidates with a disability who meet the essential criteria for a job vacancy. Reasonable adjustments to the recruitment process will be made to ensure that no candidate is disadvantaged because of their disability. Employees who are at risk of redundancy and seeking redeployment will be given priority consideration, at shortlisting stage, provided they meet the essential criteria. Candidates will be notified of the decision made in respect of their application by phone or email. Due to the volume of applications, specific feedback will not generally be provided at shortlisting stage.

Selection (Assessments and Interviews)

The selection process will be as efficient and clear as possible in order to ensure a positive candidate experience within an optimum timescale. The expectation at the various stages in the process will be in line with the complexity of the job requirements. Candidates may be required to complete assessments such as psychometric tests, case studies, presentations and/or other job-related exercises as appropriate for the job. Interviews will focus on the needs of the job and the experience, knowledge, skills, and competencies needed to perform it effectively. Candidates will be assessed consistently against the criteria. All offers of employment will be made on merit following the selection process as outlined above.

Appointing New Employees

Before finalising an offer, Gem Cable Solutions requires two satisfactory references (which may be taken at any stage of the process), and confirmation of the individual's right to work in the UK. For some roles, the offer will also be subject to a check of essential qualifications.

Data Protection/Confidentiality

Records relating to recruitment will be held and destroyed in accordance with the Data Protection Act. For further information, please refer to the Data Protection Policy.

Complaints

Gem Cable Solutions strives to ensure that candidates understand the process and requirements and that they have a positive experience regardless of the outcome of their Issue. Where a candidate is dissatisfied with the handling of their application, Internal and external candidates can address their complaint to Gem Cable Solutions' HR team.

Queries

Any queries relating to this policy should be addressed to the HR team.