



Recruitment - Policy

July 2020

Recruitment Policy

Purpose

Princes recognises the link between being an Employer of Choice the approach taken to recruitment and selection on our ability to attract, develop and retain the highest calibre of talented people. An effective recruitment process contributes directly to the continuing success of our organisation.

The purpose of the recruitment policy is to ensure that we have a fair, consistent, and cost effective approach to the way that we recruit and select candidates for Princes.

The aim of this policy and of the accompanying recruitment procedure is;

- 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 Princes Group and;
- to comply with current recruitment legislation.

Recruitment Policy Overview

Princes is an equal opportunities employer and is committed to ensuring that recruitment and selection decisions are based on the ability of the applicant to meet the requirements of the job description, person specification and any other relevant criteria. All external applicants and internal colleagues will be treated fairly and according to this policy and the recruitment procedure.

Shortlisting, interviewing and selection will always be carried out without regard to gender, transgender status, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership. We are committed to valuing inclusion and diversity and promoting equality.

Our recruitment process aims to:

- Be cost effective and time efficient
- Enhance the quality of candidates by recruiting transparently, expansively and objectively; promoting Princes as an 'Employer of choice'
- Give successful applicants a clear understanding of Princes, and what will be expected of them in the role applied for;
- Recruit the best person to the post, regardless of gender, disability, marital status, civil partnership, religion, belief, colour, race, nationality, age, pregnancy and maternity, sexual orientation or gender reassignment;
- Leave a positive image of Princes with unsuccessful applicants

Scope

The purpose of the recruitment policy is to promote consistency, transparency, compliance and adherence to recruitment legislation.

This policy is applicable to permanent, short term, temporary, fixed term and voluntary vacancies.