

## **Recruitment Policy (including conflict of interest mitigation and management)**

### **A) RECRUITMENT AND SELECTION**

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources, which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Short-listing and interviewing will be carried out by more than one person wherever possible.
9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any perceived prejudices of other staff.

### **B) TRAINING AND PROMOTION**

1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion will be in line with this policy.

### C) MONITORING

1. We will maintain and review employment records of all employees in order to monitor the progress of this policy.
2. Monitoring may involve: -
  - a. the collection and classification of information regarding the race in terms of ethnic/national origins and sex of all applicants and current employees.
  - b. the examination by ethnic/national origin and sex of the distribution of the employees and the success rate of the employees.
  - c. recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

### D) CONFLICT OF INTEREST MITIGATION AND MANAGEMENT

A conflict of interest is i) a situation in which a person within an organisation is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another, or ii) a situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional interest or public interest.

An employee, associate or sub-contractor is required to disclose any known or suspected conflict of interest as soon as possible in order that mitigating action(s) and or any necessary resolution can be enacted to resolve the conflict of interest.

The management of any conflict of interest is the responsibility of the project director who will oversee any actions and ensure the necessary outcome is achieved.

**Signed by:**



**Robert C. Laslett** CEng FEI FIET HonFAPM FACostE FRSA FIoD

Managing Director

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