

4.18 RECRUITMENT & INDUCTION POLICY

1. Introduction

Effective recruitment and selection is central and crucial to the successful functioning of the company. It depends on finding people with the necessary skills, expertise and qualifications to deliver the Company's strategic objectives and the ability to make a positive contribution to the values and aims of the organisation. This policy and associated recruitment & induction procedure details the processes to recruit competent personnel into the Company.

The recruitment and selection decision is of prime importance as the vehicle for obtaining the best possible person-to-job fit which will, when aggregated, contribute significantly towards the Company's effectiveness. It is also becoming increasingly important, as the Company evolves and changes, that new recruits show; a willingness to learn, adaptability and ability to work as part of a team.

2. Advertisements

Vacancies will generally be advertised on an appropriate recruitment job website or through a trade association. Vacancies will also be posted on the Company internal notice board. We are keen to facilitate internal promotions wherever possible as development opportunities for our staff. All internal candidates will be selected for interview on the same criteria as external candidates.

Candidates for all posts will, except on some occasions when a vacancy is restricted to internal recruitment, be asked to complete a standard application form, in order that they can be judged on the basis of comparable information. In some cases, a CV may also be requested.

In applying for posts, all candidates will be provided with a job description, details of the appropriate conditions of service and details about the Company. A brief statement about the appointment process will also be provided and, if possible, an indication of the date (or week) when interviews will be held. The job description will include a list of the main duties and responsibilities of the post, together with an outline of the qualifications and experience which candidates are expected to possess.

In drawing up the job description and conditions of service the Company will ensure that no job applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work, and that no applicant is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.

All applicants with a disability who meet the essential criteria for a job will be interviewed, and considered on their merits

Applicants will be required to supply the names and addresses of two people from whom references can be obtained, one of which should normally be the applicant's current or most recent employer. Only references for short listed candidates for interview will be obtained. References will normally be sought prior to interview, unless the candidate indicates otherwise.

References should normally be made in writing or email, but those received by telephone will be accepted, provided that a note of the conversation is recorded and placed on file.

All completed applications forms are private and confidential and should only be made available to those directly involved in the recruitment and selection process.

All appointments will be made strictly on merit and related to the requirements of the job.

3. Pre-employment Checks

As part of working for the company, a pre-employment Medical and a Drugs & Alcohol screening test will be completed for all new employees. If a positive Drug and Alcohol result is obtained the company

reserve the right not to employ the individual. All offers of employment will be made conditional upon satisfactory results from the following:

- Two satisfactory references;
- Confirmation of the right to work in this country.
- Disclosure and Barring Service check (or the country equivalent) if appropriate.

4. Offer of Employment

If the reference and applicant are suitable an offer/contract of employment is composed and sent to the prospective employee. The offer is diarised (two weeks) to monitor a reply.

5. Contract of Employment

When received it is checked for completeness and arrangements for the commencement of work date is made with the new employee including a request to bring induction documentation such as Passport, Birth Certificate, NI Card, Driving Licence (if available) and Originals of certificates/ competencies held.

6. Induction Process

The new employee undertakes the company induction process and the files and records are initiated and maintained.

7. Responsibilities

The Director shall:

- Coordinate the establishment and maintenance of the personnel file and induction process.
- Support all new personnel during the initial period of employment and probationary period
- Monitor new employees and support team leaders.
- Register all documents within the system.
- Ensure documentation is maintained.

8. Probationary Period

All appointments into the company will be made subject to a probationary period of six calendar months. After three months a review meeting will take place between the post holder and their line manager to discuss progress. At the end of the probationary period, and subject to a satisfactory report by the appropriate project manager/Director, employees will be notified in writing that they have successfully completed their probationary period. The probationary period can be extended by a further 3 months should the individuals line manager consider this appropriate.

9. Exit Interviews


All employees who leave the employment of the company voluntarily will have an exit interview with a Director before their last day of employment.

Exit interviews provide the opportunity for departing employees to discuss their reasons for leaving. The information provided is useful in identifying trends, learning and development and evaluating the effectiveness of Company policies and practices.

The Director should record all appropriate information, such as recommendations made for change, or significant issues raised in the interview, whilst bearing in mind confidentiality issues.

This policy will be regularly reviewed (minimum annually).

Signed on behalf of LandPro Contractors Limited



Ralph Schafer
Managing Director
February 2021