



Policy

Recruitment, Selection & Equal Opportunities

Issue Control Sheet

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Purpose

Effective recruitment is crucial to business success, ensuring we recruit colleagues with the necessary behaviours, skills, expertise and qualifications to meet our strategic objectives.

This policy applies to everyone employed by Speedy (including temporary and fixed-term colleagues but excludes agency workers) and sets out how we will manage all colleague recruitment.

Our process will be fair, consistent, professional, and non-discriminatory for both internal and external candidates. We will conform to all statutory regulations and continuously review our recruitment processes to ensure compliance and continuous improvements.

Where possible, we aim to promote internal candidates to support development opportunities for our colleagues whilst ensuring this does not compromise our recruitment standards for specialist positions.

Core Principles

- Our recruitment and selection process should ensure we identify the best person suited to the job and to our business, as well as support our commitment to ensuring a diverse workforce.
- We encourage the recruitment of colleagues with disabilities and will make reasonable adjustments where possible to support the applicant.
- We will treat all candidates fairly and without discrimination to ensure the candidate experience is positive, irrespective of outcome.

Authorisation

Where a gap is identified, the recruitment process should not commence until a full evaluation of the need for the role against business plans and budget review has been completed. Consideration should be given as to whether the work can be absorbed elsewhere, the cost of the role against the output it will provide and the long-term sustainability of work (for example, is this a short-term project or an ongoing requirement?)

If you believe there may be potential difficulties in recruiting the position, you should contact your respective Recruitment Partner for advice and guidance on appropriate action.

All recruitment requests, including temporary, fixed term and permanent, must be raised via the internal careers system and no process should commence until the relevant

approvals have been received aligned to the internal DOA process. The minimum level of authority required includes the Functional Head, People Business Partner and, in the event this is outside of budget, Finance.

Managers wishing to extend any fixed-term or temporary role will need prior authorisation in the same way as the above process. Under no circumstance should contracts roll on without prior authorisation, therefore managers need to be conscious of contract expiry dates and manage the termination or extension appropriately

Job Description & Person Specification

If you are recruiting a new role, you must create a job description, using the role profile template and accurately reflect the requirements of the role along with its key objectives and output.

The Recruiting Manager should also ensure there is an appropriate person specification detailing both the essential and desirable criteria in terms of skills, knowledge, and experience to complete the job, these must be directly related to the role and equally applied to all applicants. Care should always be taken when writing a person specification to ensure the criteria does not indirectly discriminate against a group of applicants.

Managers should seek guidance from the Recruitment Department or the People Team.

Advertising

All available positions will be advertised internally as this will help maximise equality of opportunity and provide colleagues with career development opportunities.

In exceptional circumstances, a decision may be made to waive the need to advertise internally. This is likely to be the case when positions require specialist experience, and the Recruiting Manager can demonstrate that a comprehensive search has been completed and the nominated colleague is the most suitable person for the position. Any decision not to advertise internally must be discussed and agreed with your People Business Partner.

Colleagues who have been in an acting position that subsequently becomes vacant will still need to apply for the position when it is advertised.

All advertisements must be placed through the Recruitment Department using our Applicant Tracking System (ATS) and/or recognised job boards. Managers should not post vacant roles on any other job board or online (such as social media platforms) without seeking authorisation from the Recruitment Department. As a minimum, any roles posted on social media must link to our careers website and must be professional and adhere to our Brand Guidelines.

Permanent Staff Recruitment – Agency Usage

In exceptional circumstances or where there is a specialist requirement, it may be more cost effective to make use of a third-party recruitment agency. If you feel this is appropriate for your vacant position, you must agree this with the People Director and the relevant Executive Board Member before engaging any agency provider.

Employee Referrals

We currently operate an internal Employee Referral Scheme where colleagues can refer applicants and if successful, receive a monetary reward. For more information or to complete the application form, please refer to our [Employee Referral Scheme](#) or the Recruitment Department.

Applications

All applications received into our Applicant Tracking System (ATS) will be sent to the relevant Recruiting Manager. If the Recruiting Manager is contacted directly regarding a vacant position, they must notify the Recruitment Department and not arrange interviews themselves.

If a colleague involved in the recruitment process has a close personal or familiar relationship with any applicant, they must declare this as soon as they become aware of the individual's application and avoid any involvement in the recruitment and selection decision making process.

We are committed to responding to every application received, successful or unsuccessful and will retain applications for as long as is lawfully possible in the event further job positions become available.

We encourage colleagues to move across teams, departments and locations within Speedy, if this fits with your career plans and you are qualified to perform in that role. Our only requirement is that our colleagues must successfully complete their probation period before they can change roles.

You do not need the consent of your manager to apply for an internal job opening, but we encourage you to be open about your career goals and inform them out of courtesy, of your application.

We actively encourage you to discuss your career aspirations with your manager. If they are aware, they may be able to help you advance your development, keep you up to date with any upcoming opportunities or even refer you for a role.

Interview & Selection

All candidates (internal and external) will be assessed against the person specification and only candidates who meet the essential standard criteria will be short-listed for interview.

All written records of interviews and reasons for decisions made at each stage of the process (for both successful and unsuccessful candidates) must be forwarded to the Recruitment Department and will be kept for up to six months (as determined by GDPR, May 2018). All other records should be disposed of confidentially.

It is important that the structure of the interview and all questions for individual roles are consistently applied to all candidates to ensure a fair recruitment process. Where possible, the same managers should interview all prospective candidates.

Right to Work

All candidates are required to provide evidence of their right to live and work in the UK. Therefore, they are required to bring the appropriate documentation with them, at the first interview stage. The Recruiting Manager must photocopy the documentation and sign and print their name, along with the date they viewed the originals, confirming that the documents are a true likeness of the candidate.

Managers must follow our Right to Work Procedure which includes using the following documentation:

- Manager Guidance: What to do when recruiting a new colleague to check their eligibility to work in the UK
- Right to Work Checklist

Making an Offer

Verbal offers of employment will be made by the Recruitment Department and will only be made in line with the grade and salary banding that has been previously authorised. Once this has been offered, a formal offer and contract of employment will be sent to the candidate.

In the case of a Senior Management appointment, any salary or additional benefits offered must be confirmed by the most appropriate person.

Employment Checks

Offers of employment are subject to satisfactory reference, right to work, medical clearance, qualification and/or licence checks, criminal record checks (DBS), having the Right to Work in the UK/ROI and any other appropriate checks for the specified role.

All offers of employment are given on the basis that the information received from the applicant during all stages of the recruitment process is correct and meets our pre-employment checks. If it is found that false information was provided which would have otherwise impacted the candidate being successful in the position, this could lead to an offer being withdrawn or formal action being taken in line with our Disciplinary Policy.

Induction

All colleagues will be offered an induction appropriate for the role they will be completing which fully supports their introduction into the business. The Onboarding Department and Recruiting Manager are responsible in ensuring an induction is planned for when the candidate commences employment.

Equal Opportunities

Purpose & Responsibilities

We are committed to encouraging equality, diversity and inclusion throughout our business and it is our policy to provide fairness and respect to all our existing and prospective colleagues. We will never unlawfully discriminate because of any protected characteristic as detailed within the Equality Act 2010.

We will avoid all forms of unlawful discrimination which will include during recruitment and selection, pay and benefits, terms and conditions, promotion, training and career development. We will always make reasonable adjustments wherever required to provide disabled people with a fair chance to access employment opportunities.

The Recruitment Department will be responsible for ensuring that the recruitment and selection process is fair and does not discriminate either directly or indirectly; consciously or unconsciously. They will ensure that any reasonable adjustments are accommodated to enable candidate participation in the process. Procedures will be reviewed regularly to ensure that all individuals are treated fairly.

During Active Recruitment

We aim to ensure that no applicant suffers discrimination because of any protected characteristics and job selection criteria's will be regularly reviewed to ensure that they are relevant to the role and not disproportionate. Shortlisting applicants will be completed by more than one person where possible.

In the case of disabled applicants identifying themselves at the application stage, appropriate interview arrangements will be offered to enable such candidates to attend and compete on an equal basis, this may include making use of an accessible interview rooms or sign language interpreter.

During the recruitment of any potential new colleague, any health or personal sensitive data that is shared during the process has been given in the utmost confidence. This information will be respected and not shared any wider without the explicit consent of the applicant unless there is a legitimate business reason to do so. If you are unsure whether any health or personal sensitive data should be shared with a colleague, please speak to the People Team before sharing. It is important to remember that Speedy has a duty under the Equality Act 2010 to do all it reasonably can to protect people from disability discrimination at work. This duty must be adhered to whenever any potential new colleague discloses a disability as part of this process.

We need to ensure that we comply with the law and check that all colleagues are entitled to work in the UK. We will not make assumptions about immigration status based on appearance or apparent nationality. All prospective colleagues must be able to produce original documents prior to commencing employment that satisfy current immigration legislation.

To ensure this policy is operating effectively and to identify groups that may be underrepresented or disadvantaged in our organisation, we will monitor applicant ethnic group, gender, disability, sexual orientation, religion and age as part of our recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision relating to employment. The information is removed from any application before shortlisting and kept anonymous, solely for the purposes stated within this policy.

Access to Work

Access to Work is a scheme ran by the Department of Work and Pensions that supports disabled people in overcoming work related obstacles resulting from their disability or health condition. Access to Work applies to any paid job, part time, full time, permanent or temporary.

If you or a colleague is eligible for Access to Work, it may be possible to secure funding to pay for support workers or transportation to work costs. You may also request help if

you are a candidate and need a translator during a job interview. If you think you are eligible for this support, please contact the People Team upon commencing employment with us. Applications should be submitted within 6 weeks of starting a role with us.

The costs associated with this support are either paid for by Access to Work entirely or they will pay a percentage and Speedy will support the rest. Any colleague who is or becomes disabled under the criteria within the Equality Act 2010 is eligible to apply for a grant irrespective of length of service - though in these cases Access to Work may not meet 100% of the costs.