

Recruitment and Selection Policy

Purpose

The purpose of our recruitment and selection policy is to ensure:

- an effective recruitment process, providing a positive recruitment experience for all candidates;
- a professional, consistent and transparent approach to recruitment and selection;
- candidates are recruited on the basis of their abilities and individual merit as measured against the criteria of the job;
- adherence to the Equality Act 2010.
- individuals involved in the process are up to date with the relevant employment and discrimination legislation;
- equal opportunities and diversity are considered at each point of the process, with regular reviews carried out to ensure that there is no hidden bias;
- arrangements are made for applicants with disabilities to ensure they are not at a substantial disadvantage compared to other applicants;
- recruitment procedures are regularly updated in line with changes in legislation and best practice;

Scope

The recruitment and selection policy applies to all employees who are involved in the hiring process and to all potential candidates.

Policy Statement

J Coffey strives to continuously improve our performance as an organisation by attracting, developing, motivating and retaining productive and engaged employees, with the aim to create a high performance, sustainable organisation that meets strategic and operational goals and objectives. We aim to attract and recruit people with diverse backgrounds, skills and abilities, who will enhance the quality of service and contribute to J Coffey's overall success. We aim to protect against the possibility of deliberate or unintentional discrimination against candidates on the basis of any protected characteristics. We aim to be transparent and unbiased in our process, appointing the best candidate, based solely on merit and best-fit with our organisational culture, values and goals. We are committed to providing opportunities for development and career progression to current employees. In order to achieve this, there will be certain circumstances where vacancies will only be advertised internally.

In order to achieve these objectives, J Coffey will:

- Ensure that managers consider the extent to which vacant posts could lend themselves to flexible working (e.g., job sharing) to attract a wider range of candidates;
- Endeavour to reach under-represented groups and ensure that discrimination does not take place throughout the recruitment process.

- Ensure that where a vacancy exists, posts are advertised externally, unless exceptional circumstances exist;
- Ensure that recruitment procedures are regularly updated in line with changes in legislation and best practice;

Responsibilities

Managers and the Recruitment team are responsible for different elements of the recruitment process.

Identification of a Recruitment Need

Approval to advertise for a new position is required from the appropriate Director. Once approved, the hiring personnel will advise the Recruitment team.

Job Description and Person Specification

The Recruitment team will support the manager(s) in drafting a job description for a new position. The job description is a key document in the recruitment process and must be finalised prior to advertising. Within the job description, there will be a section dedicated to the person specification, outlining the essential and desirable criteria (including qualifications, experience, knowledge, skills and expertise required to perform the job).

Advertising the Vacancy

Internal methods - J Coffey will use a number of internal advertising methods such as office noticeboards and staff emails.

External methods

J Coffey will use a number of external advertising methods such as recruitment agencies, newspaper's, LinkedIn, company website and other online platforms.

Applications and Shortlisting

J Coffey must treat applications confidentially and ensure they are assessed consistently against the job criteria. By doing so, we will eliminate unsuitable candidates and narrow the pool, thus identifying the best candidates.

Interviews and Selection

Once candidates have been selected, they will be invited to attend an interview. As part of the interview process, candidates may be required to complete assessments such as case studies, presentations or other job-related exercises. If successful, a second interview may be required.

The interview team will ensure candidates are assessed consistently against the criteria and the reasons for selection and non-selection must be recorded.

Appointing New Employees

The Head of Department or approved Project Team Representatives will make the offer of appointment to the most suitable candidate(s) directly; verbal & written offer. Upon acceptance, HR will liaise with candidates and confirm the appointment once the formalities have been completed (i.e., satisfactory references from last two employers, work health assessment, confirmation of educational and/or qualification (i.e., Construction Related Occupations [CRO]), and confirmation of right to work in UK).

These requirements will be completed before the new employee takes up the post. HR must approve any exceptions in advance of formal appointment.

Equal Opportunities

Discrimination

Throughout the recruitment process, J Coffey will adhere to the current discrimination legislation. Under employment law, an employer **must not** discriminate on the protected characteristics of age, gender, gender reassignment, pregnancy, marital status or civil partnership, race, colour, ethnic or national origin, nationality, citizenship, disability, sexual orientation, religion, belief or previous convictions (except for posts exempt under the Rehabilitation of Offenders Act).

J Coffey will not discriminate either directly or indirectly, on the grounds of politics, official trade union activity or any grounds that are not justifiable at any stage of the recruitment and selection process or during employment.

Individuals involved in the recruitment process, who discriminate on any of the above protected characteristics, will be held personally responsible.

Disability

J Coffey is committed to interviewing all candidates with a disability who meet the criteria for the job. Please refer to J Coffey's Equal Opportunities, Diversity and Inclusion Policy Statement on our company website.

Equal Opportunities

The Recruitment team will maintain records of successful and unsuccessful candidates in order to monitor progress of equality of opportunity. A review of progress will be carried out on an annual basis and the results will be shared with the board of Directors.

The Recruitment team in conjunction with HR will carry out investigations where cases of discrimination are suspected and where it is found that individuals from particular groups:

- do not apply for employment or promotions, or fewer than expected apply;
- are not recruited or promoted at all, or are appointed in a significantly lower proportion than their rate of applications or
- are concentrated in certain jobs/grades/teams and there appears to be a point beyond which they do not rise.

Data Protection/Confidentiality

J Coffey will keep all candidate information confidential and will fulfil the requirements of the relevant legislation, including the Data Protection Act 1998 and General Data Protection Regulation (GDPR). For further information, please refer to our GDPR Policy on our company website.

Complaints

The Recruitment team in conjunction with HR will review any complaints made on the grounds of discrimination.

Complaints from internal and external candidates will be investigated by the Recruitment team in conjunction with HR and by a legal representative if necessary; and responded to within 14 days. Any acts of discrimination and/or abuse of the recruitment process by a J Coffey employee will be treated as a disciplinary offence and may result in dismissal.

Queries

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

This policy applies to all employees and other personnel engaged in J Coffey Construction operations:

Signed:

Date:

Eddie Barrett

Group Managing Director

On behalf of J. Coffey Construction