



## Recruitment and Selection Policy

### Introduction

Greener Ealing Limited (GEL) is committed to attracting, recruiting and retaining the best talent within Environmental Services across West London.

This document sets out the process to be used when recruiting and selecting permanent and fixed term staff and this applies also to secondment opportunities. It provides standard documentation for use in the recruitment and selection process.

### Principle

GEL aims to use the most appropriate selection methods available to ensure recruitment activities are completed in a professional and timely manner.

The company is committed to ensuring that the recruitment and selection of all employees is fair and consistent and follows an objective and systematic approach in keeping with our aim of becoming one of the capital's leading Environmental Services providers.

### Policy

We want our workforce to reflect the diversity of the communities in which we live and work and the residents/customers we serve. To achieve this, we are committed to treating candidates with fairness and respect, seeing them as individuals and understanding and valuing their differences.

GEL has a diverse workforce and we believe that recognising and celebrating these differences creates a better atmosphere in which everybody feels valued, talents are fully acknowledged, and organisational goals are met. Factors such as sex, marital status, disability, ethnic or national origins, age, sexual orientation, health, politics and religion are not relevant to recruitment and selection decisions.

The GEL recruitment process has been developed to reflect this and will be regularly reviewed to ensure that candidates are assessed and appointed on the basis of their meeting the selection criteria - including relevant skills, experience and their ability to do the job.

### Scope

This policy applies to everyone involved in recruitment activities at GEL.

### **Procedure**

- We will ensure that a sound and fair recruitment and selection process will be used consistently across the Company.
- Our aim is to attract, recruit and retain people on the basis of individual merit, ensuring they receive no less or more favourable treatment on the grounds of any of the “protected characteristics” outlined in the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- All external advertising will be organised through the Recruitment Team who will ensure full compliance with GEL’s guidelines. If external advertising is requested outside of the usual process, then this must have prior approval from the HR Manager.
- Appropriate training and guidance will be mandatory for all persons involved in the recruitment and selection process to ensure that all are familiar with the law and their responsibilities under the company’s policy.
- Eligibility document checks for the right to work in the UK will be done at conditional offer stage and copies of these will be retained by HR as evidence of the applicant’s right to work in the UK.
- Interview notes will be taken by the recruitment and selection panel consisting of actual statements made by the candidate and not an interpretation.
- Feedback will be available upon request at the discretion of the hiring manager, to all candidates who have attended an interview. Any requests will be managed through the GEL Recruitment Team.

### **Internal Applications**

- All internal vacancies at GEL will be advertised internally on the Ealing Council recruitment jobs page for a minimum of one week. There will be some occasions where vacancies cannot be advertised internally in this way for commercially or internally sensitive confidentiality reasons. These positions will be exempt only with authority from the HR Manager or the Managing Director.
- Vacancies will be advertised internally before or at the same time as external advertising. Applications from internal candidates meeting the criteria will be encouraged but offers will be made to the best candidate for the role.
- Where employees have a disability and could do the job if reasonable adjustments were made, they should apply for the position and should not assume that the manner in which the job is undertaken or configured is fixed.
- Candidates applying internally must have discussed their intentions with their manager before applying.

- If an internal candidate is successful for a new position, they should discuss the matter with their line manager. Where appropriate, an early release may be agreed otherwise their contractual notice period will apply.

### Conflict of Interest

- Recruiting managers who feel they have a conflict of interest relating to an applicant or supplier - for example, where a friend or relative applies for a role - must contact the HR department immediately and must abstain from participating in the recruitment and selection process relating to that hire.
- When an employee of GEL is aware of the hiring of an individual related to themselves, they should notify the HR department. Conflicts of interest in this respect includes the following persons:
  - Parents, children, sons- and daughters-in-law, and spouse or partner.
  - Grandparents, siblings and grandchildren.
  - Parents and children of the spouse or partner.
  - Grandparents and siblings of the spouse or partner

### Selection Processes

The selection process will vary from role to role and will be appropriate to the role itself. The selection process at GEL will include one or more of the following processes

- Interview
- Online ability testing
- Presentations

Candidates selected for interview will be advised of the selection processes which will be used.

### Monitoring

In order to ensure that the GEL's Policy objectives are being met, it is the intention that statistics relating to the protected characteristics such as colour, religious belief and gender are recorded and analysed for trends.

### Responsibilities

The HR Manager will be responsible for the effective management and development of these processes, across the business.

Individual line managers are responsible for ensuring that they read and understand this policy and that they act within its principles: all recruitment and selection activities undertaken by them must be impartial and based solely on the requirements of the job and the quality of the candidates.

### **Communication**

This policy will be available to all employees via Self Service or from the HR department. For any queries on these guidelines, please contact the HR Helpdesk:

Email: [HRsupport@greenerrealising.co.uk](mailto:HRsupport@greenerrealising.co.uk)

Post: HR Team  
Greener Ealing London  
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### **Revision Status**

Revision	Date	Amendment	Content Owner	Mandated By
First Issue	5 <sup>th</sup> July 2020		Bill Gilmour	Kevin O'Leary