

RECRUITMENT POLICY

Introduction

Effective and consistent recruitment practices are essential to ensure that all applicants are treated fairly and with diversity and equality of opportunity and that costly recruitment mistakes are avoided.

The recruitment process must result in the selection of the most suitable person for the job in respect of skills, experience and qualifications.

This Policy defines the principles that the Company considers important in the recruitment process and aims to ensure that consistency and good practice is applied across the Company.

Equal Opportunities in Recruitment

It is against the Company's Equal ops Policy and against the law in many cases to discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, cultural or religious beliefs.

All employees are required to comply with the requirements of the Equal Opportunities Policy at every stage of the recruitment process including production of job descriptions, advertising material, instructions given to recruitment agencies, short listing of applications, interviewing, selection decisions and offers of employment.

All Company's policies and procedures reflect our commitment to achieving and maintaining equal opportunities within the workplace. It is the responsibility of every employee to monitor continually and evaluate formal and informal practices and procedures to ensure that they do not directly or indirectly discriminate against any individual or group of society.

Any employee who is found to be discriminating in any way during the recruitment process will be subject to the disciplinary procedure and may be liable to dismissal.

Monitoring Equal Opportunities in Recruitment

In order for us to monitor the effectiveness of the Recruitment and Equal Opportunities Policy it is necessary that all candidates complete the Equal Opportunities Monitoring Form. Any data which is collected regarding gender and ethnic origins will be collected solely for the purpose of monitoring equal opportunity and will be held confidentially by the Company and protected from misuse.

Recruitment Authorisation

Any vacancy must be authorised by Nik Little, Managing Director, before any attempt is made to fill the role. In making the request to the Nik Little, consideration should be given to whether the role could be absorbed amongst the rest of the team or elsewhere in the Company. Also consider all the cost implications.

Job Descriptions

Once authorisation has been obtained, the Head of HR & Training, in conjunction with the relevant manager, will produce a job description for the vacancy which provides a fair and

accurate representation of the role and follows the format which is laid out in the Job Description Form.

The job description will be given to all candidates prior to interview to enable them to prepare adequately for the interview which will improve the success of the interviewing process. Particular care will be taken when producing job descriptions to ensure that unreasonable requirements are not placed on the job holder which cannot be objectively justified and may unfairly disadvantage certain groups e.g. women, ethnic minorities, elderly or disabled persons.

Advertising of Vacancies

All vacancies will be advertised within the Company to all members of staff as well as external methods of recruitment being used. Internally this will be via the Company Intranet site, externally methods such as advertising on the company web site, via recruitment agencies, or direct advertising methods will be used.

Job application forms can be found on the Intranet site, under: General Documents>Office Policies and Procedures>Recruitment Policy. Alternatively they can be obtained by emailing: careers@emerylittleinsurance.com, via telephone: 08707 709170, or in writing to: Lancers House, Sutton Mandeville, Salisbury, SP3 5NL.

Should anyone require any assistance or advises regarding these forms, or any matter relating to Recruitment please refer to Inoka Jayewardene in the first instance. All enquiries will be dealt with in accordance with the Data Protection Act 1998, and Company Policy.

Any advertisement will not show any intention to discriminate unlawfully.

Short listing

Preparation is the key to maximising the likelihood of selecting the most suitable candidate for the position. Selection will be done by:

- Identifying specific job related criteria using the job description.
- Matching these criteria with those detailed in the candidate's CV and/or application form

Candidates who apply for positions with the Company, whether through a direct advertisement, recruitment agency, or via internal means, will always be informed of the outcome of their application as quickly as possible. Where candidates have applied to the Company directly, they should be informed of the outcome in writing.

Offer of Employment

Once the most appropriate candidate has been selected, this will be approved by the director and the terms and condition of the offer of employment need to be confirmed by Head of HR & Training.

An offer will be made verbally to the candidate and once agreed, a contract of employment will be raised and sent out with the offer letter.

References

All employment offers are conditional upon receipt of at least one professional reference that is satisfactory to the Company. Referees should usually be the applicant's current and previous employers, although in the case of a college or school leaver the college tutors or teachers will be acceptable.

References will may be sought via telephone or in writing and require that a standard reference form be completed although details may be checked or clarified by telephone where necessary. If a response to a written request for a reference has not been received, then the Company will telephone the referee where the details have been provided and may seek an oral reference instead.

If references which are satisfactory to the Company are not received within a reasonable timescale then it may be necessary to withdraw the offer of employment/probationary periods may be extended.

Qualification Certificates

All applicants are required to provide evidence of qualifications either in the form of original certificates which will be copied and then returned. Confirmation from the relevant Examination Board may be requested if certificates cannot be produced.

The employment offer will be conditional upon valid evidence of qualification and the offer may be withdrawn if this is not supplied within a reasonable timescale.

If an applicant falsifies certificates or evidence of qualifications and this subsequently comes to the attention of the Company at any stage during employment then the individual will be subject to disciplinary action and may be liable to dismissal.

Work Permits and Illegal Working

It is against the law to employ a person who does not have permission to live and work in the UK. The Company could be prosecuted and fined under the Immigration and Asylum Act 1999 for employing somebody who does not have permission to work in the UK.

Therefore all successful applicants will be required to provide evidence of one original piece of documentation from the list below once an offer of employment is made:

- * A document giving the person's National Insurance number and name. This could be a P45, a National Insurance card or a letter from a government agency.
- * A document showing that the person can stay indefinitely in the UK or that they have no restriction preventing them from taking employment. This may be an endorsement in a passport or Home Office Letter;
- * A work permit or other approval to take employment from the Department for Education and Employment;
- * A document showing that they are a UK Citizen or have right of abode in the UK. This may be an endorsement in a passport, a birth certificate, a registration or naturalisation document or a letter from the Home Office;

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- * A document showing that they are a national of a European Economic Area country. This may be a passport or national identity card: or
- * A document confirming registration with the Worker Registration Scheme.

In order to avoid discrimination, it is essential that the same criteria are applied to every person who is offered employment with the Company. It will be the responsibility of the Head of HR & Training to ensure that a relevant document has been supplied which satisfies the criteria set out above.

If an applicant is not able to produce one of the listed documents then they will be advised to contact the Citizens Advice Bureau for further advice and their employment will be put on hold until evidence can be produced and the offer may be withdrawn.

Personnel Records & Starter Procedures

Personnel records are held by the Head of HR & Training.

These records are held in a secure environment, only accessible to the Managing Director and the Head of HR & Personnel. Our accountants/payroll also have limited access to enable them to run payroll and pay expenses. Employees will be asked annually to confirm the information we hold on them is correct. All other records will be stored on paper records or computer systems in accordance with the Data Protection Act 1998 and Company Policy, and will be processed solely in connection with recruitment and equal opportunity monitoring purposes only.

Complaints Procedure

Any applicants who consider that they have been unfairly treated or discriminated against during the recruitment process should write to the Managing Director stating the grounds of the complaint.

Any employee who wishes to complain about his/her experience of the recruitment process should do so by means of the Grievance Procedure.

EMERY-LITTLE
INSURANCE BROKERS LIMITED