

BibbEgan Group Limited (BibbEgan) welcomes diversity amongst its employees and seeks to ensure that all candidates for employment are treated fairly, and that selection is based solely on the individual's abilities and qualifications.

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

In addition, the company will seek to expand employment opportunities for employees from such groups by providing training facilities, where appropriate, to enable them to compete or qualify for other positions within the company.

As an employer committed to the principle of equality of opportunity, the company will adhere to the following procedure for recruiting and selecting individuals for all positions:

Procedure

All vacant posts will be advertised both internally and externally at the same time, the only exception being:

When the position is of a temporary nature (four months or less), or
When the position arises as a result of reorganisation, and incorporates a substantial part of the job of an existing employee
The manager seeking to fill the vacant position is responsible for ensuring that the following are in place:

An up-to-date job description – prepared using the BibbEgan standard

A person specification – this should be prepared, using the BibbEgan standard, by a minimum of two people to enable an objective assessment of the candidates to be made. These two people will usually also be involved in the interviewing process.

An advertisement – using the BibbEgan job evaluation procedure to ensure an objective and fair level of grading.

Advertising

The wording of advertisements should be such as to encourage the widest possible range of suitably qualified and experienced applicants to apply. Salary scale details will be included as will the following statement:

BibbEgan is an equal opportunities employer.

Job qualifications or requirements that would have the effect of inhibiting applications from members of particular groups, such as those of one sex, persons of a particular marital status or sexual orientation, persons of a particular racial group, or those with a disability, will not be demanded or imposed except where they are justifiable in terms of the job to be done.

All job advertisements placed on behalf of the company will state the company's commitment to equality of opportunity.

Advertisements will be placed in the publication or media most appropriate for recruiting suitable candidates. This will include regular use of minority group publications and local newspapers. Efforts will also be made to draw the attention of disabled persons to vacancies within the company.

Copies of the advertisement will also be displayed on company notice boards, and existing employees will be invited to apply alongside external candidates.

A closing date of approximately two weeks after the date of advertising will be set for the return of applications.

All persons requesting details of an advertised vacant position will be sent a copy of the job description, the selection criteria and details of the company's commitment to equality of opportunity.

Interviewing

All personnel conducting interviews must be aware of the principles of the *Sex Discrimination Act*, the *Race Relations Act*, the *Disability Discrimination Act*, and other relevant legislation. They must be clearly informed of the selection criteria and the need for consistency; each interview should follow the same pattern, agreed and specified before the start of the interviews.

Wherever possible, at least two people (and a maximum of four) will interview applicants and all questions will relate to the selection criteria. No questions will be based on assumptions about roles in the home and the family, or the assumed suitability of different ethnic groups for the post in question.

Where it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves irregular hours or extensive travel), this will be discussed objectively and will be asked equally of all candidates.

In the case of disabled applicants who identify themselves at the application stage, appropriate interview arrangements (such as accessible interview rooms or the assistance of a sign interpreter) should be offered to enable candidates to complete on an equal basis.

Job offers

Selection of an applicant for a position will be primarily based on suitability for that position, having had due regard to BibbEgan's Equal Opportunities Policy throughout the recruitment and selection process.

The interviewing panel is responsible for deciding to whom an offer of employment is to be made, with senior management having the final say, if necessary.

An offer of employment is a contract and, as such, only the company's managing director is authorised to commit BibbEgan this way.

Training

BibbEgan is committed to providing training for its workforce to enable them to compete more effectively for promotion, or to widen their employment experience. The appropriate form of training will be agreed between the employee concerned and his manager. Such training, although recognised,

must be subject to the constraints of BibbEgan's training budget, as is all other training provision.

In addition, the company will provide awareness training in equal opportunities for all members of staff to enable them to understand the policy and ensure that they carry it out in the course of their work.

BibbEgan will also seek to provide placement opportunities for trainees from outside the company's employment.

Promotion

When considering candidates for promotion, care will be taken to consider those from all races and both sexes, where general ability and experience are the main requirements.

Grievance procedures

All allegations of sex or racial discrimination or discrimination on the grounds of disability or sexual orientation will be dealt with seriously and confidentially.

Record keeping

Details of candidates and of selection decisions (including the rationale for selection or rejection) will be kept for at least six months after an appointment has been made, in case they are required as evidence by an employment tribunal or for other proceedings. The company will keep records of the sex, ethnicity, and any disability of its employees and of all candidates and of those shortlisted and appointed. Records may be used to determine whether members of one sex or persons of a certain racial group or those with a disability do not apply for employment, or apply in smaller numbers than might be expected, or are shortlisted or appointed in a lower proportion than their application rate, or are concentrated in certain jobs. The company will investigate the practicalities of monitoring progression within employment, including access to training and development, promotion and grading.

Review of recruitment practice

Recruitment procedures and practices will be kept under review to ensure that this policy is being adhered to and to ensure that they do not include requirements or conditions which constitute, or may lead to, unlawful discrimination.

Should you require any further information, please contact us directly.

A handwritten signature in black ink, appearing to be 'JB'.

James Bibbey

Managing Director

for and on behalf of BibbEgan Group Limited and all its subsidiaries.

January 2024