

Recruitment and Selection Policy

January 2020

STREIF
SUSTAINABLE BUILDING SYSTEMS



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1.0 Introduction

This Policy is designed to ensure that STREIF UK selects the best possible candidate for each job vacancy, solely on the basis of their relevant merits and abilities as measured against the requirements of the job specification. A clear written Recruitment and Selection Policy ensures that all prospective employees are treated consistently and fairly and without discrimination.

2.0 Purpose and Scope of Policy

This policy aims to assist STREIF UK in achieving the following objectives:

- ◆ To recruit staff with the appropriate skills, both technical and personal, in order to meet operational and strategic requirements;
- ◆ To work to a fair and equitable recruitment and selection procedure which is consistent with employment legislation and good practice, and is free from discriminatory practices;
- ◆ To operate a recruitment process which supports STREIF UK's vision and values;
- ◆ To provide clear communication and expectation to both candidates and hiring managers

In order to deliver on these aims, our recruiting processes will:

- ◆ Identify the most suitably qualified individual to fill our roles;
- ◆ Provide the widest appropriate pool from which to draw diverse and high quality talent;
- ◆ Ensure candidates are selected for roles on the basis of open competition, whether internal or external, and defined as a field of at least three candidates to be interviewed for each role.

This policy applies to the recruitment and selection of all individuals across STREIF UK.

This policy applies to all employees (and prospective employees) involved at any stage in the recruitment and selection process. In addition, any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy. The hiring manager is responsible for providing external parties with a copy of this policy prior to their involvement in the recruitment process.

Recruitment training is provided by STREIF UK and is compulsory for all managers to attend. It is also the responsibility of all managers to familiarise themselves with this policy and to act in accordance with it at all times.

3.0 Diversity and Equal Opportunities

We recognise the value of diversity to modern society and want to ensure that all attributes, talents and skills available are recognised when employment opportunities arise. We therefore welcome applicants from all sectors of society, and recognize our legal responsibility to ensure that no unlawful discrimination occurs during the recruitment and selection process on the grounds of sex, race, disability, age, sexual orientation and religion or belief.

This policy must be read in accordance with STREIF UK's Equal Opportunities Policy.



The implementation of this Policy is the direct responsibility of the Managing Director. All other employees of STREIF UK have a duty to assist in this undertaking and ensure best practices during the recruitment and selection process.



Bill Treves
Managing Director
January 2020

