

1.0 PURPOSE AND SCOPE:

- 1.1** The purpose of this policy is to clearly outline the company's approach to recruitment and selection.
- 1.2** Lignacite Ltd is committed to providing a high-quality service and product to its customers and to providing a safe and healthy environment for all of its employees and visitors to the site. In order to maintain these high standards, the company recognises the importance of having a robust recruitment policy in place.
- 1.3** The business is totally committed to applying its equality and diversity policy at all stages of recruitment and selection.
- 1.4** This policy applies to all employees and is applicable to both the Brandon and Nazeing sites.

2.0 THE LAW:

- 2.1** The company is committed to complying fully with all applicable legislation as part of its recruitment and selection processes. The following legislation has applicability to this policy:
 - Equality Act 2010
 - Human Rights Act 1998
 - Immigration, Asylum and Nationality Act 2006
 - National Minimum Wage Act 1998
 - Working Time Regulations 1998
 - Employment Rights Act 1996
 - Data Protection Act 2018
 - Rehabilitation of Offenders Act 1974

3.0 THE POLICY:

- 3.1** The Department Heads are responsible for all recruitment and selection needs within their designated areas. However in ALL cases, permission **MUST** be obtained, in writing, from executive management before beginning the recruitment process.

Where the recruitment is like for like (i.e. existing holder of the position is leaving the business), this will normally be a swift, automated process. However in the event of this being a new role or a significant change to an existing role, a more in-depth analysis of needs and discussion with other relevant managers will be required before authorisation can be given.

- 3.2** The business is committed to ensuring that any recruitment which takes place after redundancies is fair and lawful. Although there are no legally imposed time periods before which the business can recruit again for a redundant role, the business recognises that such practices could be deemed to be unfair, if not managed correctly. Therefore in such cases the company will maintain records which show:
 - The original redundancy was genuine and not simply an exercise to remove unwanted employees from the business;
 - The redundancy was unavoidable at the time and;
 - The financial prospects of the business have changed to such an extent that it now needs to recruit new employees.

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- 3.3** Department Heads are responsible for ensuring job specifications are documented and maintained in the Integrated Management System (IMS).

Job specifications are controlled documents and consequently the Control of Documented Information procedure must be complied with at all times.

- 3.4** The hiring manager is responsible for selecting candidates for interview. Shortlisting, interviewing and selection must ALWAYS be carried out without regard to gender, sexual orientation, race or ethnic origins, religion, marital status or any other protected characteristic.

Any candidate who has a disability must not be excluded unless it is clear they do not meet the minimum criteria outlined on the job specification and they would still fail to meet the required criteria of all possible reasonable adjustments were made.

- 3.5** In all cases, interviews should be conducted by the hiring manager and where possible, at least one other manager, ideally the authorising manager, to ensure required levels of fairness and impartiality are maintained.

Whilst it is fully recognised that succession planning is a viable and legitimate option open to all managers, care must be taken to ensure employees are not groomed for roles which are to be advertised, giving those employees an unfair advantage over other candidates.

- 3.6** All recruitment opportunities should be advertised internally first, via notice boards and company intranet systems and then through pre-approved recruitment websites, if required. Currently only Indeed.com, Totaljobs.com and LinkedIn.com are permitted to be used.

- 3.7** For more specialist roles, such as management, sales or engineering, the use of a recruitment agency is advised. Any agencies used should be pre-approved by senior management any fees pre-agreed.

The use of a recruitment agency for general positions is strictly prohibited at all times, unless prior authorisation has been granted from executive management.

- 3.8** A record must be made of all formal interviews and forwarded to the company secretary, where it shall be stored in conjunction with the company's data protection policy.

A written record of the interview is preferred, however digital recordings of interviews are also acceptable. When choosing to take a digital recording of the interview, the candidate will be made aware that the interview is to be recorded, prior to anything being recorded. Only methods of recording which have been approved by the IT Manager are permitted.

- 3.9** Selection testing will be utilised by the business where appropriate. Any such testing must be pre-approved by senior management prior to being utilised and will always be conducted by a suitable trained person.

Where required, reasonable adjustments will be made to selection testing processes to ensure that no applicant is placed at a substantial disadvantage due to a disability or protected characteristic.

- 3.10** At all times the company aims to recruit the person who is most suited to the particular role and the best fit for the business. Recruitment will solely be on the basis of the persons abilities, qualifications, experience and merit, as measured against the job specification.

The manager conducting the interview must ensure that all questions asked during the interview are reflective of the job specification and are in no way discriminatory or personally

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intrusive. All interviews will focus specifically on the needs of the post and the skills, qualifications and experience necessary to perform the role effectively.

At all times the company's equal opportunities policy **MUST** be strictly complied with.

3.11 At no time should any candidate be offered the role during or at the end of the interview. All offers of employment, be they written or verbal, **MUST** have the prior approval of the authorising manager, unless the authorising manager is present at the interview and is in agreement.

3.12 It is the company's policy to seek at least two written references, at least one of which should be from a previous employer.

The business will also, where relevant, ask for documentary proof of qualifications and right to work in the UK.

3.13 The company reserves the right to verify any information provided to it in the course of an interview and information stated on CV's. The company also reserves the right to carry out additional background checks where appropriate.

Candidates will always be made aware of any vetting or validation required and will be notified what needs to be checked and why.

Where it is necessary to obtain written documents from a third party, the prospective employee will be asked to sign a consent form.

The company also reserves the right to check candidate's social media activity and profiles.

3.14 For specialist roles which require a minimum level of qualifications, information provided on CV's **MUST** be verified and copies of certifications obtained and validated to ensure they are genuine.

Where the candidate was not educated in the UK and has non-UK qualifications, additional checks will be required to determine the qualifications applicability to the UK equivalent.

When carrying out such checks, advice must always be sought from the person within the business most qualified to advise. This will include numerous roles within the organisation, but the following roles are highlighted as being particularly important:

- Company secretary
- Chief engineers
- SHEQ manager
- IT manager

3.15 The minimum requirements stated on job specifications **MUST** be strictly adhered to at all times. Where a candidate has not met the minimum requirements, they should not be offered the role, unless approval has been granted from senior management.

3.16 It is not the company's policy to provide feedback to unsuccessful external candidates, either verbally or in writing, regardless of whether the person was rejected during the initial shortlisting stage or during interviews. However feedback will be provided to internal candidates where necessary to assist them with their personal development.

3.17 At all times, when invited for interview, candidates are responsible for their own expenses and it is not the company's policy to pay or contribute to these expenses.

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- 3.18** All new employees will be subject to a probationary period of six months. Department heads may extend this to up twelve months where required. However extending probationary periods beyond twelve months is not permitted at any time without direct authorisation from executive management.

Authorising managers may use their discretion to reduce probationary periods to three months, where appropriate.

- 3.19** The company will not discriminate against ex-offenders. Job opportunities are open to all potential candidates, regardless of their background.

As part of its recruitment processes, all candidates will be asked to disclose any unspent criminal convictions. During interviews, candidates will not be asked questions related to spent convictions and will not be asked to disclose any spent convictions.

However if the candidate has a conviction which is not spent and if the nature of the offence is relevant to the job for which they have applied for, the business will review the individual circumstances of the case and may, at its discretion, decline to select the individual for employment.

Whether a conviction is spent or not depends on the amount of time which has passed since the conviction:

- Simple/Youth Caution – Immediately Spent
- Conditional Caution – 3 Months
- Prison Sentences Under 6 Months – Length of Service Plus 2 Years
- Sentences More than 6 Months but Less Than 2 Years – Length of Service Plus 4 years
- Sentences More Than 30 Months but Less Than 4 Years - Length of Service Plus 7 Years
- Sentences More Than 4 Years – Never Spent

The business will comply with the requirements outlined in the Rehabilitation of Offenders Act 1974 when recruiting for roles. The act shall not apply when recruiting for accounting positions, with candidates asked to declare all convictions.

- 3.20** No candidate will be asked to complete a medical questionnaire prior to any offer of employment being made. However the business does reserve the right to request that all employees routinely complete a medical questionnaire.

All successful candidates are however expected to declare any medical conditions or disabilities which could affect their ability to carry out their appointed duties in a safe and productive manner at the start of their employment. If it is found a candidate withheld information which they should have declared, this could be regarded as misconduct could result in the individual not passing their probationary period.

- 3.21** No successful candidate will be permitted to start their contract with the business until all required documentation has been forwarded to the Company Secretary and all required checks have been completed. There is absolutely no exception to this requirement.

Such checks would include:

- Verification of identification
- Verifying right to work in the UK
- Verifying any required qualifications

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All required documentation, including (as applicable) signed contract, copies of passport, driving licence or national ID card and evidence of settled in the UK status MUST be forwarded to the company secretary at least 5 days before the agreed start date of the contract.

Signed:.....*C. de Lotbiniere*..... Date:.....*28/4/25*.....
GAJ de Lotbiniere, Chairman