

RJ Power Connections Limited recognises that the people it employs are fundamental to the success of its business and that it needs to attract and retain staff of the highest calibre, with a professional approach to achieve this success.

This policy provides a framework for the recruitment and selection of staff based upon the principles outlined within the RJ Power Connections CPOL-402 - Equal Opportunities Policy, the Equality Act 2010 and other employment legislation.

RJ Power Connections also recognises that its competitive advantage is reliant on it having a talented and diverse workforce, that brings with it the necessary skills, knowledge and experience to enable it to deliver an excellent product and ensure sustainable business growth.

In order to recruit and select the right people into position, RJ Power Connections will:

- Adopt the approach of open competition in its approach to recruitment;
- Seek to recruit the best candidate for the job based on merit;
- Encourage the recruitment of staff with disabilities and make reasonable adjustments to the recruitment process and where successful, make reasonable adjustment to the workplace to enable them to undertake the post;
- Will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation;
- Will provide appropriate briefing, training, development, and support to those involved in recruitment and selection activities in order to comply with its core principles;
- Ensure that its recruitment and selection process is cost effective;
- Ensure that if a member of staff involved in the recruitment process has a close personal relationship with an applicant, they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process;
- Ensure that all documentation relating to applicants will be treated confidentially in accordance with the requirements of the General Data Protection Regulation (GDPR);
- Ensure that all applicants will have the right to access any documentation held on them in accordance with the General Data Protection Regulation (GDPR).

It is the responsibility of RJ Power Connections management to ensure that this policy and its arrangements are implemented.

This policy will be reviewed annually and revised as often as may be deemed appropriate by RJ Power Connections and then communicated and explained to all employees and sub-contractors.

This policy is available to the public and all other interested parties on request.

**Signed:**



**Glenn Rowatt**

Managing Director – RJ Power Connections Limited.

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