

RECRUITMENT AND SELECTION POLICY (INCLUDING VETTING PROCEDURE)

1. Purpose

The purpose of this policy is to ensure that the Company selects staff in a fair, effective and consistent manner based on skill sets and in keeping with the Company's commitment to Safeguarding and ethical working practices.

2. Scope

This policy applies to recruitment for all vacancies, roles and contracts, including senior managers, officers, directors, employees, self-employed consultants, contractors, trainees, homeworkers, part-time and fixed-term workers and volunteers (collectively referred to as **staff** in this policy).

3. Job Design

To ensure that we undertake effective and fair recruitment, prior to recruiting for any role, we will write a job description that describes the job's:

- role and responsibilities;
- requisite technical, educational, and professional qualifications;
- expected commitment to time and travel;
- necessary personal qualities needed to fit with the company's culture and be successful in the role.

The job description will specify the possible locations of the role and the time spent on business travel required for the role.

4. Advertising

Advertising of all positions will be carried out internally and externally to ensure that current staff are able to consider applying for new roles that open within the organisation.

Current staff will be notified of positions that arise during their time with the Company during team meetings and through internal emails and other appropriate communication.

Jobs will be advertised through the medium deemed most appropriate to ensure that candidates' geographical location can be matched to the job's needs. For example, for UK-based roles, advertisements will be placed in the UK, while roles for which geographical location is not a critical consideration will be advertised on international platforms.

5. Applications

Following advertising, applications will be accepted in the form of CV and covering letter.

If appropriate candidates will also be asked to complete technical or competency-based questions to assist with screening.

To ensure we are able to satisfy ourselves that candidates meet the mobility, safeguarding and professional requirements of the role, where applicable, candidates will also be asked to confirm:

- Whether there are any restrictions on their global mobility due to visa restrictions;
- Details of any relevant criminal records; and
- The status of all professional memberships or registrations

6. Shortlisting

Shortlisting will be carried out by matching details of applicants to the requirements of the job and arriving at a shortlist of candidates for interview.

The shortlisting criteria will be applied consistently to all applicants and will usually be drawn up prior to any review of applications received to avoid bias.

7. Testing

Psychometric testing may be used as part of our recruitment process to assist in decision making. Such test will only be used as one part of any recruitment process and will be chosen carefully to ensure that the testing model presents no bias.

Consent to process testing data will be sought from candidates directly, and feedback on psychometric testing will be available to candidates whether or not they secure a role with the Company.

8. Interviewing

All staff will be comprehensively interviewed as part of the recruitment process.

Interviews will be held face to face whenever possible but where international location of the interviewer or interviewee is a barrier, we will use appropriate technology to conduct the interview (e.g. Skype or video calling).

The interviewing process will be carried out in the following way:

- Questions will relate to the requirements of the job as established in the job description and the person specification;
- Candidates being considered for the same post will be asked similar questions, although it is acknowledged that follow up, or probing questions may vary slightly by candidate;
- Applicants will be assessed at the end of interviewing against pre-defined criteria; and
- Interviewers will complete Interview Evaluation Forms for each candidate recording their performance against each criterion.

Depending on the role, recruitment assessment exercises such as presentations, scenario briefings with question and answer or group tasks may be used to compliment the interview process.

9. Selection decisions

To ensure recruitment and selection decisions are made on objective and justifiable criteria, decisions will be made taking into account the results of the interview, interviewer feedback, psychometric testing results (where used), recruitment assessment exercise results (where used), and best fit for the role.

Where a candidate who leads during the selection process by 'score' is not found to be the successful candidate the reason(s) for this will be clearly documented for transparency.

10. Offers of engagement

All offers of work to successful candidates (whether this be employed work, self-employed work etc) will be made subject to appropriate vetting.

TDI Sustainability is committed to ensuring the safety and welfare of the stakeholders we work with worldwide, and we recognise that our staff often work in vulnerable communities. Our overall commitment to safeguarding is detailed in our Safeguarding Policies but appropriate vetting procedures during recruitment are a key step in ensuring we meet our commitment to Safeguarding.

In keeping with our safeguarding commitment we will vet all staff and volunteers prior to the commencement of their employment/engagement to ensure their suitability to work with those vulnerable groups, and their capability to fulfil the role they are asked to undertake.

All staff recruitment offers are therefore made subject to:

- two satisfactory references from previous employers/ customers
- appropriate disclosure through criminal record checking via the Disclosure and Barring Service (DBS) in the UK and an equivalent check/process for foreign nationals employed in overseas countries where such a process exists;
- evidence of education, professional qualification and professional membership requirements; and
- satisfactory evidence of the right to work in the UK or other relevant country.

These checks may be undertaken by the Company directly or by a background checking service dependant on how easily the data can be confirmed. For example, TIF may use services from Security & Vetting Solutions, <https://www.security-vetting.co.uk/sectors/international/> or Candidate Vetting, <https://www.cvonline.co.uk/bespoke>.

These checks should be completed prior to work being undertaken on behalf of the Company. Where this is not possible a risk assessment will be undertaken based on the information which is outstanding and the role being undertaken taking into account the control the Company has over the individual's day to day action. (i.e. a member of staff who is closely supervised may be able to undertake work while waiting for references but a member of staff in the field cannot undertake work before satisfactory criminal record checking is in place.)

11. Medical Check

At the point of job offer candidates will be required to complete a medical assessment form and may be required to attend a medical check with a Company-nominated occupational health specialist.

The Medical Check is to ensure we are aware of any medical concerns or disability so that we are able to take account of it and put in place reasonable adjustments where it is possible to do so.

12. Recruitment and Criminal Record Checks

Having a criminal record, in itself, should not necessarily prevent a person from being considered for roles with TIF or ultimately being appointed to any post. Therefore, during recruitment all applicants with a criminal record(s) should be assessed according to their merits.

Any items recorded or noted on disclosure checks must be considered on a case by case basis taking into account the nature of the role in question and the nature of the criminal record. All Criminal records should be risk assessed and an objective decision based on suitability of employment or an action plan (as appropriate) made based on the risk assessment.

13. Induction

After appointment, staff will complete induction and suitable training to ensure they are competent to fulfil their role and will be reviewed on a routine basis by way of appraisal or ad hoc reviews.

All Company policies are available to staff via the online HR Portal and key policies (safeguarding health and safety, bullying and harassment, whistleblowing, child protection policy, etc) will be highlighted as part of the induction process.

An induction checklist (see Appendix 1) will be completed to ensure thorough induction processes have taken place.

14. Probation

To ensure both parties are able to fairly assess whether new staff members are competent and able to fulfil the role, and that visa versa staff are comfortable in their new role a probation period (length dependant on the role in question) will be in place as standard.

15. Recruitment and Diversity

The Company is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment or selection process.

Particular care will be taken to ensure that the language we use in job descriptions and adverts is neutral and does not create bias towards or against any specific group.

Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation.

During selection and interview care will be taken to ensure assessments are drawn based on the information presented at interview rather than individual perception or bias (intentional or otherwise) of the interviewers.

16. Records

The Company will normally retain all records arising (i.e. speculative job enquiries, CVs of rejected applicants, CVs of applicants offered jobs but not accepted, references provided by third parties for job offers whether accepted or not, any written test/ assessment related to the recruitment activity, Psychometric testing (where appropriate)) through unsuccessful recruitment processes for 6 months unless there is specific reason for it being held longer (i.e. legitimate interest or consent of the candidate).

All records arising from successful recruitment will be held as part of the staff member's Company records in keeping with the relevant holding period.

17. Policy Review

This policy will be formally reviewed every 3 years unless an earlier review is necessary due to changes in legislation, or a need for significant update to reflect our working practices.

Appendix 1

Induction Checklist

Name of new starter			
Job role			
Start date			
Information to cover during induction	Tick if NA	Date Covered	Completed by (initials)
Vetting process complete or risk assessment complete for missing items			
Contract of Employment / Self-employed agreement / SLA signed and agreed			
Arrangements for first day			
Company information			
Company values			
Company code of conduct			
Location of Company policies and procedures discussed			
Safeguarding, health and safety, anti-bullying and harassment, whistleblowing, Email and internet, child protection, and equal opportunities policies highlighted and discussed.			
Explanation of data protection privacy notice and other data protection policies			
Provide privacy notice and explain other data protection policies			
Location of employee handbook - obtain signed confirmation of receipt			
Departmental aims and objectives			
Organisational processes e.g. booking holidays, reporting absence, team meetings			
Introduction to colleagues			
Health and safety requirements			
Security information			
Payment process inc expenses			
Job role and responsibilities (inc review and signature of Job description)			
System log in details			
Probationary period requirements and review periods discussed			
Training plan including systems training set up.			
Obtain bank details			
Obtain P45 and national insurance number			
Check driving licence			
Issue Company credit card			
Explain fire evacuation procedure (fixed site only)			
New Starter Signature:			Date:
Manager Signature:			Date: