

RJ Power recognises that the people it employs are fundamental to the success of its' businesses 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 RJPOL-402 - Equal Opportunities Policy, the Equality Act 2010 and other employment legislation.

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

The RJ Power recruitment policy is based on the following principles:

- Line managers are responsible for recruitment working closely with the HR team and a robust approval process is in place to ensure the job is scoped and appropriately benchmarked in terms of salary, benefits, and role expectations,
- All vacancies will be shared internally throughout the organisation and existing employees and subcontractors will be encouraged to apply for vacant posts if they have the appropriate qualifications, experience, and skills,
- RJ Power always aims to recruit the person who is most suited to the job. Recruitment will be solely based on the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience, and skills will be assessed at the level that is relevant to the job,
- The organisation is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be conducted without regard to gender, transgender status, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy, maternity / parental leave, or trade union membership,
- Any candidate with a disability will not be excluded unless the candidate is unable to perform a duty that is intrinsic to the role, having considered reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of a disability,
- Line managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively. A record of every recruitment interview must be made and will be retained for a suitable period of time.

The organisation processes personal data collected during the recruitment process in accordance with its data protection policy / policy on processing special categories of personal data and criminal records data.

Data is collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Inappropriate access or disclosure of job applicant data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure.

All employees and others working for RJ Power, are required to comply with this policy to ensure they co-operate and conduct activities in a responsible manner.

It is the responsibility of RJ Power management and supervisory staff 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 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:



Peter White

Chief Executive Officer – RJ Power Group Limited

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