



Recruitment, Selection and Pre -employment Policy

Purpose

The purpose of this policy is to ensure that Canford Audio Limited employs and promotes the most appropriate employee and/or job applicant in a fair and consistent manner free from discrimination.

Related policies

This policy must be read and applied in line with the Company's Equity, Diversity and Inclusion and Data Protection policies.

Scope

This policy covers all current employees and applicants for employment with the Company including those for a temporary, fixed term or permanent position. The policy will cover all internal and external recruitment and remains available to all employees.

Policy statement

This policy is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees or promoted employees.

The Company will monitor the composition of its workforce in order to identify areas that may need positive action measures to promote equal opportunity and diversity.

Process

Advertising of all positions will be carried out both internally and externally. All employees (including fixed-term employees) will be notified of any positions that arise during their employment by way of these being posted on the staff notice board or company intranet.

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 or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Details of positions will be fully circulated so as to ensure access to all applicants. This includes forwarding internal advertisements to employees on long-term leave including maternity leave, paternity and parental leave.

All advertisements will carry the statement "Canford Audio Limited is an equal opportunities employer".

Application forms will contain relevant questions needed for selection. Internal applicants will also have the opportunity to apply via the Human Resources Department.

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Screening will be carried out by matching details of applicants to the requirements of the job. The screening criteria will be applied consistently to all applicants. Records of the screening process will be retained for a period of six months by the HR department.

If it is necessary to use selection tests for a role, they will only relate to non-biased, genuine requirements of the job. Records of any testing undertaken will be retained for a period of six months by the HR department. The interviewing process will be carried out in the following way:

- no assumptions will be made on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation
- questions will relate to the requirements of the job as set out in the job description and person specification
- interviews will be carried out by more than one person and the interview panel will preferably comprise of individuals of both genders, wherever possible
- applicants will be assessed at the end of interviewing against pre-defined criteria
- interviewers will complete an interview assessment form for each candidate
- records of the interview process will be retained for a period of six months by the HR department, including questions asked, answers given, any interview notes and interview assessment forms for all candidates.

All employees will be aware of the promotional and career opportunities available to them. Training and job experience needed for promotional opportunities will be available to all employees, if the Company deems this relevant to the person applying. Promotion will be determined by merit and performance against objective criteria.

Unsuccessful internal candidates will be given feedback to facilitate improvement. Training in giving feedback will be provided to managers charged with this task.

No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

All relevant staff, including those on fixed-term and part-time contracts, will have equal access to training opportunities.

Disabled employees

As legally required by the Equality Act 2010, additional support will be provided to disabled employees to ensure they are not subject to unlawful or less favourable treatment during the recruitment and selection process. Reasonable adjustments will be made to remove any barriers the employee faces during the process.

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Where the applicant has indicated they need reasonable adjustments making to the recruitment and selection process, this must be discussed with the HR department.

Pre-employment Checks

All external candidates must complete the company's application form.

All external candidates will be required to provide two satisfactory references prior to appointment. References must not be contacted without the permission of the candidate to whom they relate. Should a candidate not be in a position to provide two references, this should be discussed with the HR department.

External applicants applying for jobs that require Warehouse access will be expected to provide 5 years employment references, including gaps in employment that are 28 days or more.

Upon commencement of employment an employee will be required to complete a medical assessment form for the HR department and may be required to attend a medical check with a Company nominated occupational health specialist.

The Company will only employ workers who are legally entitled to work in the United Kingdom. All applicants will be required to provide the Company with appropriate documentation or an online right to work check share code, wherever possible, to prove their eligibility to work in the UK.

In accordance with the Civil Aviation Authority's Known Consignor scheme, Canford Audio Limited can and will carry out a Standard DBS Disclosure check as to the existence and content of a criminal record of persons appointed to posts giving substantial access to cargo. Any information will be treated in the strictest confidence and will be considered only where it is felt to be relevant to a particular job or situation. Your permission will be sought to carry out the check following a conditional offer of employment, but you should note that refusal to give permission could prevent confirmation of your appointment.

Records

The Company will retain all records arising through the recruitment process for a period of six months. This does not include speculative CV's.



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Concerns with the recruitment process

Any employee who is concerned with this recruitment and selection policy or with its operation within the Company should follow the normal grievance procedure.

Signed on behalf of Canford Audio Limited

Alan Wilson,
Chief Executive Officer
May 2025