

RECRUITMENT

POLICY STATEMENT

Purpose

At INFRATEC, we are committed to promoting equality, diversity, and inclusion in all aspects of our recruitment processes. We value the skills, experiences, and perspectives that a diverse workforce brings, and we are dedicated to eliminating discrimination in all forms. This policy ensures that all recruitment decisions are made based on merit, qualifications, and experience, and that applicants are treated fairly and respectfully at all times.

Objectives

This policy outlines INFRATEC's commitment to an equitable and inclusive recruitment process, ensuring that we attract, recruit, and retain the best talent, regardless of gender, age, race, disability, sexual orientation, religion or belief, marital status, or any other characteristic protected by UK equality law.

Equal Opportunities

INFRATEC is an equal opportunity employer. We aim to ensure that all job applicants and employees are treated fairly and with respect during recruitment, selection, and throughout their employment with us. We actively promote:

- Equal access to employment opportunities for all
- Fair treatment during all recruitment and selection processes.
- A commitment to eliminating all forms of discrimination, harassment, and victimisation.

Recruitment Process

All recruitment processes will be conducted with a focus on equality, fairness, and transparency. Key elements of our recruitment approach include:

- **Job Advertisements:** All job advertisements will be clear, inclusive, and free from discriminatory language. We will actively seek diverse candidates and ensure that advertisements are accessible to a wide range of applicants.
- **Shortlisting:** Shortlisting will be based on objective criteria such as qualifications, experience, and skills. Personal characteristics unrelated to the role will not be considered.
- **Selection Interviews:** Interviews will be structured and standardized to ensure fairness and consistency in assessing candidates. All interview panels will receive training on non-discriminatory interviewing practices.
- **Reasonable Adjustments:** We are committed to providing reasonable adjustments during the recruitment process to ensure that candidates with disabilities have an equal opportunity to succeed. This may include accessible interview locations, adjustments to the interview format, or providing support during the application process.

Monitoring and Review

INFRATEC will regularly review and monitor recruitment practices to ensure they remain effective in promoting equality and eliminating discrimination. This will include:

- Gathering and analysing data on the diversity of applicants and hires.
- Reviewing feedback from applicants and employees regarding the recruitment process.
- Implementing changes to improve equality and inclusivity based on feedback and data.

Training and Awareness

We will provide ongoing training to all staff involved in recruitment and selection, to ensure they understand their responsibilities in promoting equality and eliminating discrimination. This includes training on unconscious bias, diversity awareness, and the importance of inclusive recruitment practices.

Compliance with Legislation

INFRATEC is committed to complying with all relevant UK laws related to equality and diversity, including the Equality Act 2010. This policy reflects our dedication to upholding these legal requirements and promoting a workplace culture that is free from discrimination.

Conclusion

This recruitment policy reflects INFRATEC's commitment to building a diverse and inclusive workforce that represents a broad range of experiences and perspectives. We believe that actively eliminating discrimination in all forms during recruitment not only helps us comply with legal obligations but also enhances our organizational success.

Implementation

The Managing Director is responsible for the implementation of this policy and other related policies and procedure, including the communication and detailed interpretation, monitoring and any disciplinary action in response to an apparent breach of this policy. The Company Secretary is responsible for maintaining and reviewing this policy, and for clarifying and resolving general issues. The Company Secretary will oversee any audit of policy compliance on behalf of the Managing Director, which may be considered necessary.

The Managing Director shall update the Senior Management Team (SMT) on at least an annual basis on compliance with this policy.



David Bullock
Managing Director

For and on behalf of the Senior Management Team

