

RECRUITMENT AND SELECTION POLICY

The T.F.Tull recruitment and selection policy is designed to ensure that we select the best possible candidate for the job, on the basis of their relevant merits and abilities as measured against the requirements of the job.

This policy aims to achieve the following objectives:

- Recruit staff with the appropriate skills, both technical and personal, to meet operational and strategic requirements
- Work to a fair and equitable recruitment and selection procedure which is consistent with employment legislation and good practice and free from discriminatory practices
- Operate a recruitment process which supports the T.F.Tull values

T.F.Tull apply this policy to the recruitment and selection of individuals to, and within the company. All employees involved at any stage in the recruitment and selection of staff should be aware of and adhere to the contents of this policy. In addition, any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy. Recruiters are responsible for providing such external parties with this policy prior to their involvement in the recruitment process.

Diversity and Equal Opportunities

We recognise the value of diversity to modern society and want to ensure that all attributes, talents and skills available are recognised when employment opportunities arise. We therefore welcome applicants from all sectors of society.

Disability

T.F.Tull have agreed:

- To interview applicants with a disability who meet the minimum criteria for a job vacancy and to consider them on their abilities
- To ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees, what can be done to make sure they can develop and utilise their abilities and skills to their full potential
- To make every effort when employees become disabled to make sure they stay in employment
- To take action to ensure that key employees at T.F.Tull develop the appropriate level of disability awareness needed to make these commitments work
- Each year, to review the five commitments and what has been achieved, to plan ways to improve on them and let employees and the Employment Service know about progress and future

T.F.Tull ask candidates to state when submitting their CV and covering letter whether they consider themselves to have a disability as defined by the Equality Act 2010.

Feedback

Applicants can contact T.F.Tull regarding the status of their application at any time. In addition, unsuccessful applicants will receive feedback on why they were not offered the job or successful for an interview upon request from the individual. Feedback will be provided by either the recruitment agency or HR department where applicable. Requests will be dealt with in accordance with the Data Protection Act 1998. If a candidate would like any clarification on the role or the policy please contact the HR department.

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Monitoring and Evaluation

This policy will be periodically reviewed in line with the legislative changes and business requirements.

This policy is non-contractual and can be amended at any time in response to changes in employment legislation.



Peter O'Grady
Managing Director
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