

# Recruitment and Selection policy



Policy last reviewed: January 2024

Next review due: January 2025

## **1. Policy Statement**

- 1.1. VIP Security (Essex) Ltd is an equal opportunity employer and is committed to a policy of treating all its employees and job applicants equally, as well as providing reasonable adjustments to provide equality of opportunity to disabled employees. The Company will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, and selection for redundancy and dismissal.
- 1.2. It is the policy of the Company to take all reasonable steps to employ and promote employees based on their abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation. In this policy, these are known as the 'protected characteristics'. The Company will appoint, train, develop and promote based on merit and ability alone.
- 1.3. The Organisation will monitor the composition of its workforce to identify areas that may need positive action measures to promote equal opportunity and diversity.

## **2. Recruitment Procedures**

### **2.1. Identification of recruiting panel**

- 2.1.1. We have a minimum of two people on our recruiting panel.
- 2.1.2. At least one member of the panel will have attended training in line with British Standard 7858: 2019.

### **2.2. Advertising**

- 2.2.1. Job vacancies will be advertised on recruitment websites (Indeed, LinkedIn) and local job centres (government gateway)
- 2.2.2. 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 via email and PARiM.
- 2.2.3. 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, paternity, and parental leave.
- 2.2.4. Any person enquiring about a job vacancy will be directed to the company website to register their interest in a role with the company, The person will then be provided a website link with all the current vacancies.

## **3. Time Scales**

- 3.1. Recruitment timescales in the security industry vary based on factors such as role complexity and security clearance requirements.
- 3.2. The process typically takes 3 to 5 weeks.
- 3.3. If you haven't heard from us within three weeks of submitting your application, it's likely that you're not being considered for the role at this time. However, please understand that this timeframe can vary depending on the volume of applications and the intricacies of the selection process.
- 3.4. Regardless of the outcome, we value your interest in our organization and appreciate your patience throughout the process.

#### **4. Job Application Pack**

4.1. Any Person invited to an interview will be provided with the following as part of the application pack:

- An Application Form
- Guide list for Acceptable documents for BS7858:2019
- A copy of our Recruitment and Selection Policy
- All applicants must complete, in full, an application form. CV's will not be accepted.

#### **5. Shortlisting Candidates**

5.1. Each candidate will be required to prove their identity as per the British Standard 7858:2019

5.2. They will be required to produce documents to prove they are eligible to reside and work in the UK.

5.3. We Shortlist candidates based how their skills match the role they applied for

5.4. Short-listed candidates will be given a telephone assessment to go through the following:

- Discuss the role they are seeking.
- How many hours they are looking for.
- Experience within the security sector.
- SIA licence qualifications
- What level of DBS certification they hold
- Any other qualifications that may be required within the role.
- If they are happy to go through a background check in accordance with BS7858:2019

5.5. 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 one year by the HR department.

5.6. We welcome applications from all sections of the community. Applicants will be considered based on their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin, disability, or sexual orientation. Individuals who require additional support during the process are highly encouraged to contact the recruitment team on [recruitment@vipsec.at](mailto:recruitment@vipsec.at)

5.7. In accordance with the Equality Act 2010, additional support will be provided to candidates who request it, to ensure they are not subject to unlawful or less favourable treatment during the recruitment and selection process. Reasonable adjustments must be made to remove any barriers the employee faces during the process.

#### **6. Rehabilitation of Offenders Act 1974**

6.1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), VIP Security (Essex) Ltd complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

6.2. VIP Security ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

6.3. VIP Security also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 at interview, or in a separate discussion, VIP Security ensures that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

- 6.4. VIP Security undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

## **7. Interview Stage**

- 7.1. Interviews will always be face to face unless exceptional circumstances require a video meeting via Zoom or Microsoft Teams.
- 7.2. At the interview, candidates will be questioned about their experience and supporting knowledge on security services.
- 7.3. Candidates will always be required:
  - To explain all gaps in employment
  - To explain all anomalies or discrepancies in the information available
  - To declare any information that is likely to appear on a DBS disclosure.
- 7.4. No assumptions will be made on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, gender, or sexual orientation.
- 7.5. Questions will relate to the requirements of the job as set out in the job description and person specification.
- 7.6. Interviews will be carried out by more than one person and the interview panel will consist of two individuals with opposite genders, where possible.
- 7.7. Applicants will be assessed at the end of the interview against a pre-defined criterion.
- 7.8. The panel will complete an interview assessment form for each candidate.
- 7.9. Records of the interview process will be retained for a period of one year by the HR department, including questions asked, answers given, any interview notes and interview assessment forms for all candidates.
- 7.10. After the interview each candidate will receive communication from VIP security (Essex) Ltd stating whether they have been successful or not.

## **8. Shortlisting candidates**

### **8.1. Employment Checks**

- 8.1.1. 5 years security screening will be completed without exception, failing the screening will exclude applicants from employment and probationary periods will be terminated.
- 8.1.2. Security screening to be carried out in accordance with BS7858:2019. Each individual is required to assist with this exercise as necessary and fully.
- 8.1.3. The screening criteria will be applied consistently to all applicants. Records of the screening process will be retained for a period as required by BS7858 by the HR department.

### **8.2. Limited Screening**

- 8.2.1. As per the British Standard 7858:2019 a 5-year history check can begin provided the following is received:
- 8.2.2. SIA license provided and checked on the SIA website.
- 8.2.3. Financial check is completed and acceptable.
- 8.2.4. Interpol red notice checked and acceptable.

8.2.5. Proof of identity provided (Passport, Driving license, immigration visa, etc)

8.2.6. Proof of Address provided and acceptable

8.2.7. Proof of national insurance number

## **9. Induction**

- 9.1. A clearly written and structured induction programme will be conducted by the line manager who will go through the company's policies, procedures, and employee code of conduct.
- 9.2. Further training will be discussed to adhere to the site's requirements, this may include manual handling, safeguarding, fire marshal, and equality and diversity.
- 9.3. The line manager will explain where the sites standard operating procedures can be found, the new
- 9.4. Employees will be required to read the SOP's first before conducting any work on the site.
- 9.5. The new employee will be allocated a shift with another security operative who has experience on the site. They will provide the new employee with a site tour, explain the role more in-depth and show the patrol routes.
- 9.6. Throughout the induction period, all new staff members will have regular support and feedback from their supervisors and managers to discuss how it's going and identify any further training and development needs.
- 9.7. No job applicant will receive less favourable treatment on grounds which are not related to the job, e.g., gender, race, age, disability, nationality, etc.

## **10. Medical Checks**

- 10.1. 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 an Organisation nominated occupational health specialist.

## **11. Concerns with the recruitment process**

- 11.1. If a concern has been highlighted by an applicant or an employee regarding the recruitment and selection process, VIP Security will follow the Grievance policy and procedure to ensure the complaint is dealt with in a fair and consistent manner.

## **12. Monitoring And Review**

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