

RECRUITMENT POLICY

Atlas Contractors Limited is aware of its responsibilities in the recruitment of employees and how it impacts on individuals, legislation and the fairness expected of a professional organisation.

We conduct our business ethically, with integrity and with a true passion for the business, our employees and wider community. Fairness to all those who apply to join the Company is paramount to our organisation

The company ensures that all prospective employees are given an equal opportunity to join the company once certain safeguards and legislative processes have been complied with together with ensuring that all prospective employees have the skill, knowledge and experience to undertake the role for which they are recruited.

This policy rests on the following:

Procedures

We recruit for each successful contract by undertaking the following process:

1. Advertising

Normally advertising is through local means via job centres or notice boards within a community area. Where necessary, further advertising may be placed in local newspapers or through personal contact of existing employees.

2. Selection

Applicants may be contacted by the area contracts manager in the first instance by telephone in order to screen and assess their suitability. The successful applicants will then be asked to attend an interview with an area contracts manager during which all applicants will complete an application form and provide evidence of their eligibility to work in the UK. The interview will also provide an opportunity to assess the suitability of the applicant against both the job and the Client's requirements to ensure, as far as can be determined, that their employment will be successful.

3. Pre-employment Vetting

The Application form requests information on at least two referees as well as any previous unspent criminal history. These details will be checked by the human resources department at our head office. Where an applicant will work on a sensitive contract, such as those with children and/or vulnerable adults, or where they are a key-holder, further Disclosure and Barring Service (DBS) checks will be carried out. These checks will take place prior to recruitment and an employment decision will be made on the basis of the results obtained.





4. Eligibility to work in the UK

All prospective employees, irrespective of nationality, colour or ethnicity must supply specific original documents to support their entitlement to work in the UK. These will be checked for authenticity and eligibility prior to any employment being offered. No employee will be recruited until such checks have proved to meet the requirements of the Immigration, Asylum and Nationality legislation.

5. TUPE

Where a contract and its employees have transferred to Atlas through a Transfer of Undertakings (TUPE) transfer all employees will be required to submit original specific documents relevant to their entitlement to work in the UK. This must be completed within a set period following the transfer. Any employee who fails to provide the correct documentation within the prescribed timescale will have their employment terminated.

6. On-Going Vetting

Where an employee is working on a contract which requires them to be in receipt of a DBS certificate this will be renewed at a date agreed with the Client, normally dependant on the sensitivity of the work. The renewal periods, on average, are every three years. However, where an employee has placed themselves on the DBS register verification of status can be checked at any time.

Where an employee has a limited right to remain and work in the UK an on-going check will be undertaken prior to the Visa expiry date or every twelve months, whichever is the sooner. The human resources department will contact the employee and area contracts manager to facilitate this on-going check. An employee who is unable to satisfy the conditions of the UK Visa and Immigration Service on-going checks will have their employment terminated.

Whilst all recruitment procedures are undertaken by our regional contracts management, documentation is subject to a second tier of scrutiny within the Human Resources department and any circumstances which cause concern will be discuss with the appropriate contracts manager for resolution.

Brian Sweeting, HR Manager

Atlas Contractors Limited

Dated: **January 2017**

Review Date: **January 2018**