

Recruitment Policy Statement

Purpose

Recognises that its staff are fundamental to its success. The Company therefore needs to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this. The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the principles outlined below, which also meet the requirements of the Company's Equal Opportunities, the Equality Act 2010 and all other relevant employment legislation.

Scope

This policy and procedure cover all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment. In order for the policy and procedure to be effective it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and follows it. Ultimately it is the responsibility of the senior management in the Company in conjunction with HR to ensure that this is the case.

Core Principles

Tranquil Fabrication Technologies LTD has a principle of open competition in its approach to recruitment and seeks to recruit the best candidate for the job based on merit. Tranquil Fabrication Technologies LTD encourages the recruitment of staff with disabilities and will endeavour to make reasonable adjustments at all stages of the recruitment process and as required in order for a successful candidate with a disability to undertake the post. Tranquil Fabrication Technologies LTD will ensure that the recruitment and selection of staff are conducted in a professional, timely and responsive manner and in compliance with current employment legislation. Tranquil Fabrication Technologies LTD will provide appropriate training, development and support to those involved in recruitment and selection activities in order to meet these core principles. Any member of staff involved in the selection of staff should satisfy him or herself that he/she is appropriately trained and can comply with the requirements of this policy and procedure. As a minimum requirement any member of staff who takes part in any activity under this policy and procedure must first have completed our Online Equality and Diversity training. All senior management must complete our 1-day Recruitment and Selection course. Tranquil Fabrication Technologies LTD will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome. The Company will promote best practice in recruitment and selection and will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated and to ensure compliance with any changes in pertinent legislation. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process. All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA) 2018. Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act (DPA) 2018.

Recruitment & Selection Procedure

There are a number of key stages in recruiting and selecting for a post. This procedure outlines the key stages. Further advice and guidance are available from HR.

Preparation Stage

The recruitment and selection process should not commence until a full evaluation of the need for the role has been completed and authorised by Senior Management.

The recruitment of staff will take into account the Company's need for new ideas and approaches and additionally should support the Company's commitment to ensuring a diverse workforce. All new or changed posts must be formally reviewed before they are advertised in order to help ensure equal pay for work

of equal value.

Job Description & Person Specification

A job description and person specification must be produced or updated for any vacant post that is to be filled. The job description should accurately reflect the elements of the post. The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used does not indirectly discriminate.

Advertising

All advertisements are placed by HR. Some positions will be advertised within the Company. This will help maximise equality of opportunity and provide staff with opportunities for career development, thus maintaining the skills and expertise of existing staff. The Company also advertises posts on its website. In certain circumstances the Company will use a recruitment agency. This will, however, not eliminate the need to advertise the position internally and any external agencies or consultants who assist in the process must act in accordance with this policy and with respect to our Equal Opportunities requirements and in full compliance with the Data Protection Act 2018 and the Employee Relations Act 2004 (Blacklist) Regulations 2010. Applicants should be provided with sufficient information to make an informed decision regarding their suitability for the role. Applicants are asked to provide equal opportunities details when making their application to enable a robust means of monitoring the success of recruitment in relation to our diversity aims. This information is separate from the job application and applicants are free to indicate that they do not want to provide these details.

Selection of Candidates

Shortlisting

To avoid any possibility of bias, shortlisting may involve several staff members but must be carried out by a minimum of 2 people, one of whom would normally be the direct line manager. Notes of the shortlisting decisions for each candidate should be recorded by each member of the panel on the shortlisting decision form. The form should be returned to the HR once the shortlisted candidates for interview have been selected. Shortlisted candidates should be provided with details of the selection process, including any tests, in writing giving as much prior notice as possible and a minimum of 5 working days before the interview. In accordance with the Equality Act 2010, they should also be asked to advise if there are any particular arrangements or reasonable adjustments that could be made so that they can participate fully in the selection process. All candidates (internal and external) should be assessed objectively against the selection criteria set out in the Person Specification, and only candidates who meet all the essential criteria should be short-listed. Assumptions about the qualities of internal candidates should not be made. Due consideration should be given to the promotion of Equality and Diversity

Selection & Interview

Interviews should normally be carried out by a minimum of two people, one of whom should be the HR Manager. Selection is a two-way process: candidates are assessing the role and the Company. Those involved in recruitment should therefore consider how best to convey a positive image.

It is recommended that a range of selection methods, that are suitable for assessing both the essential and desirable criteria in the person specification, are established as this will enhance objective decision making which is difficult through interview alone. Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person specification. Notes recording the salient points of the interview should be taken, ideally by the interviewers, so that they can refer back to these when assessing candidates against the person specification and making decisions. Notes of the interview and any other notes on the candidate taken during the recruitment and selection process should

be passed back to HR following the selection process and will be kept for a minimum of 6 months following the selection process. In the event that a candidate requests feedback about their performance in the selection process this should be arranged by the HR Manager. Unsuccessful interview candidates should be dealt with courteously and sensitively and will, as a minimum, receive telephone or written notification as to the outcome of the selection process.

Referees


Information sought from referees should be structured around the requirements of the job and the job description should be provided. It should be noted that many organisations have a policy of not providing personal references and therefore references provided may only confirm details of current appointment. Referees should not be contacted without the candidate's consent and the information provided should be treated as confidential by the Company.

Making the Appointment

Tranquil Fabrication Technologies LTD recognises open contracts as the general form of employment relationship between employers and employees and will appoint new and existing staff to indefinite contracts unless necessary and objective reasons justify use of a fixed-term contract. Once a selection decision has been made the HR will produce a written offer of employment Offers of employment are normally subject to right to work checks, medical checks, reference checks, qualifications checks and any other checks as appropriate.

Induction

Induction is the final stage of the recruitment process. Once the successful candidate has accepted the offer of employment and a start date has been agreed, HR and the Company's HSEQ Manager are responsible for preparing a comprehensive induction programme for the new employee.

Name:	Alec Wickes	Position:	Managing Director
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Signed:		Date:	05/01/2025
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6.0 REVIEW

This Policy shall be reviewed and signed annually. It shall be reissued when amended and amendments or additions shall be made in red.