

Recruitment Policy

Introduction

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and qualifications. LA1 Construction is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

When advertising roles within the company LA1 construction will aim to:

1. Ensure advertisements are not confined to those publications which would exclude or disproportionately reduce the numbers of applicants of a particular gender, sexual orientation, age, religion or racial group.
2. Avoid prescribing any unnecessary requirements which would exclude a higher proportion of a particular gender, sexual orientation, age, religion or racial group or which would exclude disabled job applicants.
3. Avoid prescribing any requirements as to marital or civil partnership status.
4. Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees of any particular gender, sexual orientation, age, religion or racial group or from employees with a disability.

The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application.

Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Wherever possible, all applicants will be interviewed by at least two interviewers and all questions asked of the applicants will relate to the requirements of the job. The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about race, colour,

ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status, disability, children and/or domestic obligations.

Training and Promotion

LA1 Construction will train all managers in equal opportunities principles and in helping them to identify discriminatory acts or practices or acts of harassment or bullying. Managers will be responsible for ensuring they actively promote equal opportunity within the team for which they are responsible.

We will aim to provide training to all employees to help them understand their rights and responsibilities in relation to dignity at work and what they can do to create a work environment that is free of bullying and harassment.

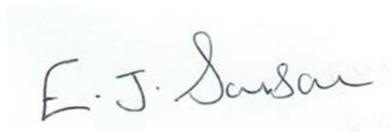
Recruitment Process

1. Advertisements placed in local press/job centre/social media
2. Completion of Person Specification / Interview Assessment
3. 1st Interview - to short list
4. 2nd Interview
5. Take up References
6. Send 'Offer Letter'

✚ Jobs are advertised (staff and operatives) in local Job Centres, local/national press/ Client Newsletters, we state that LA1 Construction are an 'Equal Opportunities' employer.

✚ When hiring sub-contractors or other organizations to work for us, we would keep our commitment to following our Equal Opportunities Policy.

Signed for and on behalf of LA1 Construction Ltd:



Elliott Sansom

Director



Sam Mayor

Director

Date: 01/03/2021