



Loida British ltd Recruitment Policy

Introduction

Loida British is committed to attracting, selecting, and retaining the best talent to achieve our organisational goals. Our recruitment policy aligns with UK employment laws and best practices, ensuring a fair, transparent, and non-discriminatory process for all candidates.

Objectives

- To ensure a systematic and efficient recruitment process.
- To promote equal opportunity and diversity.
- To attract qualified and competent candidates.
- To comply with all relevant UK employment laws.

Recruitment Principles

1. **Equal Opportunity:** Loida British is committed to providing equal opportunities to all applicants, regardless of race, gender, age, disability, sexual orientation, religion, or belief.
2. **Transparency:** Our recruitment process will be transparent, providing clear information to all candidates.
3. **Merit-Based Selection:** Candidates will be selected based on their skills, experience, and qualifications relevant to the job.
4. **Confidentiality:** All personal data collected during the recruitment process will be handled in accordance with GDPR and Data Protection Act 2018.

Recruitment Procedures

1. Job Vacancy Identification

- **Needs Assessment:** Department heads will assess the need for new or replacement positions based on business goals and budget.
- **Job Description:** A detailed job description, including responsibilities, qualifications, and key competencies, will be prepared and approved.

2. Advertising the Vacancy

- **Internal Posting:** Vacancies will be advertised internally to encourage career development and mobility within the business.
- **External Advertising:** Positions will be advertised on the company website, job boards, and through professional networks to attract a diverse pool of candidates.
- **Equal Access:** Efforts will be made to ensure advertisements reach underrepresented groups.

3. Application Process

- **Submission:** Candidates will be required to submit a CV and cover letter through the designated application platform.
- **Acknowledgement:** All applications will be acknowledged upon receipt.

4. Shortlisting

- **Criteria-Based Screening:** Applications will be screened based on the criteria outlined in the job description.
- **Communication:** Shortlisted candidates will be contacted for further steps, and unsuccessful candidates will be notified.

5. Interviews and Assessments

- **Interview Structure:** Structured interviews will be conducted to ensure consistency and fairness. Interviews may include competency-based questions, technical assessments, and situational judgment tests.
- **Assessment Centres:** For certain roles, assessment centres may be used to evaluate candidates' skills through tasks, group exercises, and presentations.
- **Reasonable Adjustments:** Adjustments will be made to accommodate candidates with disabilities.

6. Selection and Offer

- **Decision Making:** The interview panel will discuss and evaluate each candidate against the job criteria.
- **Reference Checks:** References will be checked for the preferred candidate(s).
- **Job Offer:** A formal job offer will be made to the successful candidate, outlining the terms and conditions of employment.

7. Onboarding

- **Induction Program:** New employees will participate in an induction program to familiarise them with the company's policies, culture, and their specific role.
- **Probation Period:** A probation period will be specified during which performance will be regularly reviewed.

Compliance with UK Recruitment Law

- **Equality Act 2010:** Ensures non-discrimination throughout the recruitment process.
- **Employment Rights Act 1996:** Provides rights to written statements of employment particulars.
- **GDPR and Data Protection Act 2018:** Protects candidates' personal data during the recruitment process.
- **Rehabilitation of Offenders Act 1974:** Ensures that candidates with spent convictions are treated fairly.
- **Immigration, Asylum and Nationality Act 2006:** Requires verification of candidates' right to work in the UK.

Monitoring and Review

- **Regular Reviews:** The recruitment policy will be reviewed annually to ensure it remains effective and compliant with current laws and best practices.

Loida British Ltd Recruitment Policy

- **Feedback:** Feedback from candidates and employees will be sought to continuously improve the recruitment process.

Contact Information

For any questions or further information regarding our Recruitment Policy, please contact:

- **HR Department:** [Email] [Phone]