

Smartwatch Solutions provides Static Guard, Mobile Patrol, Alarm Response and Keyholding, Virtual Guard, CCTV and Access Systems & Services to a wide range of Organisations.

## Scope

This policy provides the structure by which recruitment and selection is carried out across the Company. The aim of the policy is to achieve a highly skilled, motivated and diverse workforce, which is able to provide the quality services the Company expects. This policy is non-contractual in its effect and does not form part of normal terms and conditions of employment, unless otherwise stated in your contract of employment.

The Company has legal responsibility to ensure that no unlawful discrimination occurs in the recruitment and selection process. Equality of opportunity is an integral part of the recruitment and selection process. Please refer to our Diversity, Equity and Inclusion Policy for further details. 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 accordingly. The HR Department will have primary responsibility for implementing this policy and if you have any questions or issues you must raise it with them immediately.

We firmly believe that the continued success of the Company lies in the hands of our workforce. Therefore we apply necessary procedures in order to attract, maintain and develop relevant skills and experience for the benefit of the Company and their employees.

## 1. Recruitment Process

The key steps in the recruitment process to be followed are:

- Identify the vacancy
- Prepare a job description and person specification relevant to the job vacancy
- Advertise the vacancy (internally and/or externally): inviting applications (using either application forms or other means of applying) and dealing with speculative applications
- Undertake equal opportunities monitoring in line with our Diversity, Equity and Inclusion Policy
- Shortlist and interview
- Make an offer of employment to the successful candidate subject to conditions where appropriate (and, where necessary, withdrawing the offer)

There must be consistency throughout the recruitment and selection process and so all employees following out such processes are advised to seek advice from their Line Manager if they are in doubt at any point. Reasonable adjustments must be made at any necessary time throughout the recruitment and selection processes to accommodate applicants. It is the Company's policy that any reasonable adjustments are carried out in a fair and practical manner. Please discuss with HR Manager any adjustments requested and/or required.

## 2. Paper Trail

You must ensure that you formally document each stage of the recruitment process. Every selection decision is equally as important as these decisions justify each point in the recruitment and selection process and how the end result was reached. Please note that in the event of a complaint all documentation, including handwritten interview notes will be discoverable and disclosable. However, all documentation should only retain the minimum data required for this purpose and notes will only be kept for a maximum of 6 months following the selection process. For details of the Company's processes regarding Data Retention, please see its Data Retention Policy.

### 3. Advertising

As a minimum all positions will be advertised internally as this will help build equality of opportunity and provide current staff with opportunities for career development, thus maintaining the skills and expertise of our existing staff. Internal advertisement is a good way to retain valuable employees whose skills can be further enhanced. Where necessary positions will be advertised externally, however the method of external advertisements must be agreed with the Accounts Department prior to any external advertisement taking place.

Care should be taken over the wording of job advertisements and before issue, all adverts must be approved by your Line Manager. Inappropriate wording could give rise to the risk of discrimination claims or be used as evidence of a discriminatory culture. The wording of any job advertisement must be considered carefully also to avoid any negative suggestion that any potential candidate may make. Any advertisement should refer to the true requirements of the job. All job advertisements whether internal or external, should explain how personal data will be processed. For example, if the Company should decide to pass details of unsuccessful applicants to other group companies or to retain information for future vacancies, then this will be stated in the advert.

### 4. Application Forms

Any application form should only ask for information relevant to the recruitment decision and forms should be tailored to the particular job. For example, information about driving convictions is necessary if recruiting drivers but not administrators. The application form should be designed so that it is easy to delete information which will become irrelevant to any ongoing employment relationship, such as details of former salary. If using online application forms, then appropriate security measures should be adopted to ensure that access to applications is limited to those who are involved in the recruitment process and need the information.

### 5. Applicants

It is our policy to ensure that all applicants have a fair opportunity to be employed by the Company. The Company does not permit discriminatory actions to be taken when following out the recruitment and selection process.

To ensure fairness and good practice we seek to employ a diverse workforce. To achieve this when the Company is undertaking recruitment and selection activities all applications will be encouraged from all individuals. In the event an applicant is unable to follow the Company's usual recruitment and selection processes you must make the necessary reasonable adjustments, to ensure the applicant's needs are met. For example, in the event an applicant is blind the Company will allow voice applications. Suitable arrangements must be made as when necessary, however if you are unsure what/when adjustments should be out in please speak to your Line Manager.

Job applicants are data subjects and provide personal data (and often include sensitive personal data). Please ensure you read our Data Protection policy and comply with all rules and regulations surrounding such data received. If you are unsure how to handle any job applicants or data please speak to your Line Manager. All job applicants must be issued with a privacy notice.

### 6. Criminal Convictions / Disclosure and Barring Service

Requests for information about criminal convictions should only be made if they are relevant to the role and questions should clarify that "spent" convictions do not have to be declared unless

the role being filled is covered by the Exemption Order to the Rehabilitation of Offenders Act 1974.

For some jobs it may be appropriate to request disclosure of criminal offences from the Disclosure and Barring Service (DBS). Any information obtained should not be retained for more than six months after the date on which the recruitment or other relevant employment decision has been taken unless there are exceptional circumstances which justify retention for a longer period.

## 7. Shortlisting

Shortlisting may sometimes involve the whole recruitment panel, however as a minimum it should ideally be carried out by two people to avoid any possibility of bias. Notes of the shortlisting decisions for each candidate should be recorded by each member of the selection panel and should only be kept for a minimum period following the selection process.

All candidates (internal and external) should be assessed objectively and only candidates who meet all the essential criteria should be short-listed. Assumptions about the qualities of internal candidates should not be made.

The shortlisted candidates should then be provided with any details of the selection process, such as tests, in writing giving as much notice as possible before their interview. Also any applicant attending an interview should be asked to advise if there are any particular arrangements or reasonable adjustments that could be made prior to their attendance to allow them to fully participate in the selection process.

## 8. Automated Processing / Profiling

The Company will not make recruitment decisions based on automated processing such as automated shortlisting where, for example, applicants without a particular level of qualification are automatically filtered out before the applications reach the Company. Automated decision-making will only be used if it is necessary for the performance of a contract, or if authorised by law or with the applicant's express consent.

The Company will notify all applicants of any automated recruitment processes in a Privacy Notice and it will allow candidates to challenge any decisions made through automation and afford them the right to a review of the decision through human intervention.

## 9. Interviews & Selection

All candidates who meet the essential criteria for the post (as set out in the person specification) should be offered the opportunity to attend an interview. Selection is a two-way process as candidates are also assessing the job role vacant and the Company. Those involved in recruitment and selection process should consider this and the best way to demonstrate a positive image.

A range of selection methods that are suitable for assessing both the essential and desirable criteria in the person specification should be established as this will improve objective decision making which is difficult through interview alone.

All interviews will be undertaken using an equal opportunities approach. For each vacancy questions will be standardised, notes will be taken, candidates will be scored against the criteria stated in the person specification and all candidates will be required to take the same tests (if necessary). Interviews should normally be carried out by a minimum of two people. Interview questions and the interview structure should be constantly applied to all candidates and be based on the person specification.

Notes recording the relevant points of the interview should be taken, ideally by the interviewers, in order for the recruiters to refer back to these when assessing candidates against the person specification and making final decisions. Notes of the interview and any other notes on the candidate taken during the recruitment and selection process should be passed back to the HR Department following the selection process. These notes will be kept for 6 months following the selection process.

## 10. Offers

Recruiting people who are wrong for the organisation can lead to increased employee turnover, increased costs for the organisation, and lowering of morale in the existing workforce. Such people are likely to be discontented, unlikely to give the Company their best, and end up leaving voluntarily or involuntarily when their unsuitability becomes evident.

In the event an applicant has been successful in securing employment with the Company you must make this offer of employment initially over the phone or in person. When making an offer of employment you must discuss the terms of employment to establish whether it's an acceptable offer. Please ensure to be positive when making an offer them employment. Any negotiations regarding salary or terms of employment should take stage at this point and be approved by a Director.

The next stage will be to send the successful candidate an offer letter, which stipulates any conditions e.g. the receipt of acceptable references and which outlines their agreed terms and conditions and starting date. Please ensure you use the Company's standard offer of employment letter and amend accordingly. Any questions asked of referees should be justifiable by reference to the requirements of the position and should not be excessive.

## 11. Speculative Applications

CVs submitted on a speculative basis received outside of any formal recruitment exercise should be destroyed upon receipt.

## 12. Recruitment Agencies

Where the Company uses a recruitment agency, the Company will ensure that its relationship with the agency meets with the requirement of the GDPR.

### Unsuccessful candidates

Unsuccessful interview candidates should be dealt with understandingly and sensitively and should receive telephone or written notification of the outcome of the selection process. In the event that a candidate requests feedback about their performance in the selection process this should be arranged by the recruiter.

Signed:

Position: Managing Director



Name: Neil Jones

Date: 30/07/2025

