



GROUP

**GLOBAL RECRUITMENT POLICY
2023**

Why do we have this policy?

We recognise that our employees are fundamental to our success and future growth, this policy outlines our commitment to promoting fair and consistent recruitment and selection practices.

What is the policy?

- All internal and external recruiting up to a global grade 14 must follow this policy, please refer to the Global Executive Talent policy for recruitment of global grade 15 and above.
- All interviews should be structured in advance with consistency around core competency. Constructive written interview feedback must be shared with the Talent Acquisition team so that it can be shared with the candidate and with future interviewers in the same process.
- Ensure that recruitment and selection is conducted in a professional, timely and responsive manner.
- Endeavour to make the candidate experience positive, irrespective of the outcome.
- Continuously develop our recruitment and selection practices to allow new ideas and approaches to be adopted.
- External agency engagement by anyone other than the Talent Acquisition is not permitted.

Your responsibilities

Hiring managers have a personal responsibility to comply with this policy and the talent acquisition team will ensure that it is adhered to.

Your local Talent Acquisition team can provide a detailed hiring guide.

Advertising

To inform existing and potential candidates of available vacancies, advertising will be undertaken both internally and externally.

We actively encourage internal applications and take pride in developing our people. All roles will be advertised for a minimum of one week, any exceptions will need to be approved by the local People Business Partner. This will help to maximise equality of opportunity and provide all employees with opportunities and career development, retaining the skills and experience of our workforce. If a role is also required to be placed externally, this will be advertised at the same time as outlined in the TA sourcing strategy.

Recruitment Agencies

External agency engagement by anyone other than the Talent Acquisition is not permitted. Your Talent Acquisition Manager will provide expert guidance on the most appropriate sourcing channels during the recruitment briefing and they'll maintain all relationships with external third parties.

Applications

Applications for both internal and external candidates (including candidates from a third-party supplier) will need to be submitted through the application tracking system (My Space). It is critical that all applications are managed in the system to ensure all candidates sign up to our privacy policy and agree to their data being held in accordance with GDPR in our secure system.

In addition to the above, all internal candidates must have a minimum of 6 months' service with RS. Employees should discuss their application with their current line manager before submitting an internal application.

At risk employee

If an employee has been deemed as at risk of redundancy, their application must be reviewed preferentially. If they meet the minimum criteria they must be interviewed, an outcome must be reached and communicated before other internal and external candidates can be considered.

Former employees

Whilst we will accept applications from former employees, as part of the assessment process previous performance, reason for leaving, payment for leaving (e.g., redundancy), conduct and absence records will be taken into consideration when short-listing.

Selection

Selection for employment will be made by an assessment process, involving a minimum of one interview carried out by a diverse interview panel who will assess all candidates. Other selection methods can be used depending on the nature of the role. In all cases we will adopt a fair process which is structured in such a way as to provide all candidates with an opportunity to demonstrate their skills, abilities, and any relevant experience.

Where additional selection techniques are required to assess practical skills, these will be applied equally to all candidates. Candidates will be notified of these in advance and if a candidate highlights that they have a disability or that they are neuro divergent, reasonable adjustments will be made so that they are able to undertake the assessment.

Feedback

Interviewers will provide high quality, written, detailed, constructive feedback relating to the competency and technical capability of each candidate against the requirements of the role, this will be provided to the TA Manager in a timely manner after each interview stage. This feedback will be discussed with candidates and shared with future interviewers who are part of the same hiring process.

All unsuccessful candidates who have attended an interview will be offered feedback via telephone or email.

Offers of Employment

All offers will be managed by the Talent Acquisition team. Start dates for internal candidates will be discussed and agreed by the current line manager and the hiring manager.

Eligibility to work

Successful candidates are required to submit right to work documentation relevant to the country where the role is based. The hiring manager or another colleague who has met the candidate during the process will verify photographic ID.

Relocation and travel costs

We do not reimburse candidates for travel costs to and from interviews unless this has been agreed prior to the interview.

It is also not our normal policy to provide financial support towards relocation costs unless the relocation is at our request and agreed with our Reward team.

Retention of documents

Documentation relating to the recruitment process will be retained in line with data protection legislation (as appropriate to the market you are operating in).

Status and application of this policy

This policy applies to all permanent and fixed term contract appointments to global grade 14 roles and below in RS Group, including where we convert contractors to permanent roles.

Application of this policy to RS Group acquisitions will be agreed as part of their integration plan.