



## United Guarding Services Ltd Recruitment Policy

At United Guarding Services Ltd we make it our priority to recruit and employ the best person for the job. Our procedures are designed to ensure consistency, fairness and equal opportunities.

The recruitment process must result in the selection of the most suitable person for the job in respect of experience and qualifications.

It is against Company policy and, in some cases, the law to discriminate either directly or indirectly on the grounds of gender, marital status, colour, race or disability at any stage of the recruitment process.

At every stage of our recruitment process, we ensure that:

- All jobs are made open to all applicants except in the case of a job covered by Genuine Occupational Qualification.
- No assumptions or pre-judgements are made by managers or recruiters about the suitability of any sex or race for a particular job.
- No decision is made, or preference stated, in advance regarding the outcome of the recruitment process.
- All applications are given equal consideration.
- No discrimination is made in the terms on which a job is offered.
- All applicants and existing staff are made aware of the Company's policy and practice on recruitment. The Company Policy Statement must be included in the Personnel Manual and the Staff Guide.

Once called for an interview all applicants are required to complete an application form. On our application form we ensure that all questions are relevant and non-discriminatory, and only include questions which are relevant at this stage.

Interviews are conducted by trained personnel only. All questions are strictly relevant to the job. In no case will questions be asked or assumptions be made about a person's personal and domestic circumstances or plans. Where the requirements of the job will affect the applicant's personal life, this will be discussed objectively.

United Guarding Services Ltd is an Equal Opportunities employer and implements a programme to support this.

For further information or if you have any queries regarding this policy, please do not hesitate to contact the Human Resources Manager on 020 8211 9444.

**Michael Collyer | Managing Director**