



<b>Issue</b>	<b>1</b>	<b>Safer Recruitment Policy</b>	<b>Doc</b>	<b>POL028</b>
<b>Date</b>	<b>DEC 24</b>		<b>Pages</b>	<b>1 of 2</b>

## 1. Purpose

The purpose of this policy is to ensure that Fusion Staffing Ltd conducts recruitment processes in a safe, fair, transparent, and legally compliant manner. This policy aims to protect the rights of candidates, clients, and the agency while minimizing risks such as discrimination, fraud, and unsafe hiring practices.

## 2. Scope

This policy applies to all recruitment activities undertaken by Fusion Staffing Ltd , including but not limited to:

- Sourcing candidates
- Advertising job vacancies
- Screening and interviewing candidates
- Conducting background checks
- Onboarding and placement of candidates

## 3. Key Principles

- **Equality and Diversity:** Ensure all recruitment practices are free from discrimination and promote diversity and inclusion.
- **Transparency:** Maintain clear and open communication with candidates and clients throughout the recruitment process.
- **Confidentiality:** Protect the personal data of candidates and clients in accordance with data protection laws.
- **Compliance:** Adhere to all relevant employment laws, regulations, and industry standards.
- **Safety:** Prioritize the safety and well-being of candidates, clients, and staff.

## 4. Safer Recruitment Process

### 4.1 Job Advertisements

- Ensure job advertisements are clear, accurate, and free from discriminatory language.
- Include a statement promoting equal opportunities and encouraging applications from diverse backgrounds.
- Specify any essential qualifications, skills, or experience required for the role.

### 4.2 Candidate Sourcing

- Use ethical methods to source candidates, such as job boards, referrals, and professional networks.
- Avoid unsolicited approaches or practices that could be perceived as intrusive or unethical.

### 4.3 Application Screening

- Review all applications objectively and consistently against the job requirements.
- Avoid making assumptions based on personal characteristics such as age, gender, race, or disability.

### 4.4 Interviews and Assessments

- Conduct interviews in a structured and consistent manner.
- Use competency-based questions to assess skills and experience fairly.
- Ensure interview panels are diverse and trained in unconscious bias awareness.

### 4.5 Background Checks

- Verify candidates' identity, right to work, qualifications, and employment history.
- Conduct criminal record checks (where legally permissible and relevant to the role).
- Obtain professional references and validate their authenticity.



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#### **4.6 Data Protection**

- Comply with data protection laws (e.g., GDPR) when collecting, storing, and processing candidate data.
- Obtain explicit consent from candidates before sharing their information with clients.
- Securely dispose of data that is no longer required.

#### **4.7 Onboarding and Placement**

- Provide candidates with clear information about the role, client, and terms of employment.
- Ensure candidates are aware of their rights and responsibilities.
- Monitor placements to ensure compliance with agreed terms and conditions.

### **5. Safeguarding and Risk Management**

- Implement safeguarding measures to protect vulnerable candidates (e.g., young people, individuals with disabilities).
- Provide training to staff on identifying and mitigating risks during the recruitment process.
- Establish a whistleblowing policy to report any concerns or unethical practices.

### **6. Compliance and Monitoring**

- Regularly review and update this policy to reflect changes in legislation or industry best practices.
- Conduct internal audits to ensure compliance with this policy.
- Provide training to all staff involved in recruitment to ensure they understand and adhere to this policy.

### **7. Reporting and Accountability**

- Designate a responsible person or team to oversee the implementation of this policy.
- Encourage staff, candidates, and clients to report any concerns or breaches of this policy.
- Investigate and address any reported issues promptly and fairly.

Signed

James Cranston, Operations Director

Date 05-12-24