

COE DESIGN LANDSCAPE ARCHITECTURE RECRUITMENT POLICY

1. Introduction

Effective and consistent recruitment practices are essential to ensure that all applicants are treated fairly and with diversity and equality of opportunity.

Coe Design's recruitment policy aims to ensure that consistency and good practice is always applied to enable the selection of the most suitable person for the job in respect of skills, experience and qualifications.

2. Equal Opportunities and Diversity in Recruitment

It is against the Company's Equal Opportunities and Diversity Policy and Disability Discrimination Policy (available on request) to discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, or cultural or religious beliefs. All employees are required to comply with the requirements of these Policies at every stage of the recruitment process including content of job descriptions, advertising material, instructions to recruitment agencies, short listing of applications, interviewing, selection decisions and offers of employment.

All of Coe Design's policies and procedures reflect our commitment to achieving and maintaining equal opportunities within the workplace. It is the responsibility of every employee to monitor continually and evaluate formal and informal practices and procedures to ensure that they do not directly or indirectly discriminate against any individual or group of society.

Any employee who is found to be discriminating in any way during the recruitment process will be subject to the disciplinary procedure and may be liable to dismissal.

3. Monitoring Equal Opportunities and Diversity in Recruitment

In order for us to monitor the effectiveness of Coe Design's Recruitment Policy, the Equal Opportunities and Diversity Policy and the Disability Discrimination Policy, it is necessary that all candidates complete the Equal Opportunities and Diversity Recruitment Monitoring Form. Any data collected on this form will be used solely for the purpose of monitoring equal opportunities. It will be held confidentially by the Company from misuse, and will not be used for consideration during any part of the selection process.

4. Advertising of Vacancies

All vacancies must be advertised within the Company to internal members of staff as well as external applicants. In the interests of Equal Opportunities, advertisements will:

- 4.1 be placed in a cross section of publications to ensure no minority groups are restricted from seeing it;
- 4.2 Not contain information which implies exclusion of a particular group of people or alternatively the preference of a particular group of people;
- 4.3 Be advertised for a specified and reasonable amount of time to ensure maximum response.

4.4 Will state in all company employment advertisements, that we are an equal opportunities employer.

5. Job Descriptions

The job description should be given to all candidates prior to interview to enable them to prepare which will improve the success of the interviewing process.

Particular care must be taken when producing job descriptions to ensure that unreasonable requirements are not placed on the job holder which cannot be objectively justified and may unfairly disadvantage certain groups e.g. women, ethnic minorities, elderly or disabled persons.

6. Selection Process

Following advertisement for a position, the selection process shall consist of the following:

6.1 A selected panel shall shortlist the applications based on the job specification. Personal details and Equal Opportunity Monitoring forms shall not be considered during this process and only information directly related to the job shall be considered.

6.2 An Interview will be scheduled for the shortlisted applicants. At this point employers can ask if candidates have disabilities so that reasonable adjustments can be made to enable them to attend the interview. During the interview:

6.2.1 Each candidate will be given the opportunity to answer questions fully and thoroughly.

6.2.2 Candidates will not be asked for any personal information or views which are not related to the job.

6.3 Reasons for not appointing applicants shall be recorded to ensure discrimination hasn't been a part of the decision not to employ the applicant. This information shall be available to unsuccessful applicants should they wish to receive feedback after the interview.

6.4 Employment shall be dependant on the applicant producing certificates for qualifications They have stated to have, two acceptable employment and personal references and agreement of a salary from both the employer and the employee.

6.5 Conditions of employment shall be communicated in a letter to the applicant before it is formally accepted.

6.6 Any reasonable adjustments shall be discussed between the employer and the employee in reference to any disabilities the applicant may have.

7. Grievances

Any applicants who consider that they have been unfairly treated or discriminated against during the recruitment process should write stating the grounds of the complaint. Any employee who wishes to complain about his/her experience of the recruitment process should do so by means of the company's Grievance Procedure (available on request).