

## Recruitment & Selection Policy

### 1. Purpose

The purpose of this recruitment and selection policy is to ensure we recruit:

- The best possible candidates, on the basis of their relevant merits, to support the delivery of our corporate strategy
- In an equal and inclusive way that is consistent with employment legislation and good practice
- Through a process that supports our values
- Positively promoting Outsourced Events Ltd as an employer of choice
- In a value-for-money way

### 2. Scope

This policy applies to all internal and external candidates applying to work at Outsourced Events Ltd.

### 3. Policy Statement

Recruiting and selecting the best people is of paramount importance to the continued success of Outsourced Events Ltd. We recognise the need to recruit from the widest possible talent pool and to ensure we have the right balance of skills within the company. We aim to ensure a flexible and business focused approach to recruitment, using a range of selection methods. Each recruitment campaign will be designed to identify the best person for the job, in the most time- and cost-efficient way, without compromising fairness, confidentiality or the company's commitment to having a diverse workforce.

### 4. Recruitment Process

#### 4.1. Identification of a Recruitment Need

Before recruitment commences, the senior management will review and approve the specific recruitment need.

#### 4.2. Job Descriptions

A job description is prepared that includes:

- an outline of the job's main accountabilities
- a person specification, detailing the criteria required to perform the job, against which candidates can be assessed throughout the recruitment process

#### 4.3. Advertising

Outsourced Events Ltd may choose to advertise through cost-effective external media to generate a diverse pool of potentially suitable candidates. Where appropriate, staff will be able to refer external candidates. In certain limited circumstances, it may be appropriate to make an appointment without advertising the role internally or externally. An assessment of the potential impact should be made before deciding to appoint without advertising, in particular ensuring that the equality and diversity implications have been considered and that there are no internal staff eligible for redeployment.

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# OUTSOURCED EVENTS

**Outsourced Events Ltd, One Lyric Square, London W6 0NB**  
**T: 0330 460 6007**

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#### 4.4. Applications and Shortlisting

All individuals regardless of race, age, disability, gender, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity, marriage or civil partnership are encouraged to apply for vacancies. Applications are treated with due confidentiality. Shortlists will be determined by the extent to which a candidate's experience, knowledge and skills match the role requirements as demonstrated within their application. Reasonable adjustments to the recruitment process will be made to ensure that no candidate is disadvantaged because of their disability. Candidates will be notified of the decision made in respect of their application by phone or email. Due to the volume of applications, specific feedback will not generally be provided at shortlisting stage.

#### 4.5. Selection (Assessments and Interviews)

The selection process will be as efficient and clear as possible in order to ensure a positive candidate experience within an optimum timescale. The expectation at the various stages in the process will be in line with the complexity of the job requirements. Candidates may be required to complete assessments such as psychometric tests, case studies, presentations and/or other job-related exercises as appropriate for the job. Interviews will focus on the needs of the job and the experience, knowledge, skills and competencies needed to perform it effectively. Candidates will be assessed consistently against the criteria. All offers of employment will be made on merit following the selection process as outlined above.

#### 4.6. Appointing New Employees

Before finalising an offer, Outsourced Events Ltd requires two satisfactory references (which may be taken at any stage of the process) and confirmation of the individual's right to work in the UK. For some roles, the offer may also be subject to a check of qualifications.

### 5. Data Protection/Confidentiality

Records relating to recruitment will be held and destroyed in accordance with the Data Protection Act.

### 6. Complaints

The company aims to ensure that candidates understand the process and requirements and that they have a positive experience regardless of the outcome of their application. Any candidate, internal or external, dissatisfied with the handling of their application, should address their complaint to the Director of Operations.

DATE OF ISSUE OF POLICY: January 2021

Board of Directors, Outsourced Events Ltd