

## Recruitment & Selection Policy

Localise is committed to ensuring that the procedures and practices used in the recruitment and selection of staff are fair, consistent and effective.

The recruitment and selection policy and procedures will reflect Localise's commitment to equality of opportunity.

Recruitment of staff will be made from the widest possible field and by public advertisement. Positions will be advertised internally and externally.

The objective of the Recruitment and Selection policy is to recruit the most suitable person for the job.

Individuals will be selected for employment on the basis of merit. Job applicants will not be treated less favourably on the grounds of sex (gender), marital or family status, disability, age, religion, sexual orientation, race, colour, membership of the Traveling Community, ethnic or national origin, or put at a disadvantage by unjustifiable conditions or requirements.

Though involvement with Localise as a volunteer or other partner may give an applicant an advantage, it will not necessarily confer any special rights, privileges or expectation that an individual would receive preferential consideration in securing a professional appointment in the organisation.

A person specification will be drawn up for each post to be filled, describing the experience, skills and other attributes required to carry out the job satisfactorily.

Interview panels will be given guidelines on good interview practice and on the prevention of discrimination.

For each vacancy filled a file will be kept for twelve months from the date of appointment of the following:

- Job description
- Person specification
- Job advertisement
- All application forms
- Written record of candidate assessments
- Any correspondence with candidates

### **Policy Regarding Recruitment of Family Members of Employees**

In order to comply with good corporate governance and to ensure the charge of nepotism cannot be laid against the organisation, Localise will no longer employ more than 2 people from any one family concurrently. Family members should also exclude themselves from all aspects of the recruitment, interview and selection process to avoid any real or perceived conflict of interest. To avoid misunderstanding the term family members would include:

- Parents and parents-in-law
- Spouses
- Children, sons and daughters-in-law
- Siblings, siblings-in-law
- Aunts, uncles, nieces, nephews, first cousins