

# ADAS Recruitment Policy



## Aims

Recruitment and selection is carried out by appropriately trained staff to help ensure that:

- The most suitable candidates are appointed
- ADAS adheres to correct procedures and employment law
- Staff involved in selection and recruitment understand their responsibilities.

All stages of the recruitment process, including advertising, may have legal implications and best practice should be adhered to at all stages. All stages of selection and recruitment must be demonstrably fair and objective and unaffected by gender, age, race or other irrelevant considerations.

## Responsibilities

**Human Resources** (HR) provides advice and oversees the recruitment process.

All advertisements for vacancies will be cleared by HR **before** being advertised. HR staff are also trained in interviewing and chairing interview panels and will provide guidance.

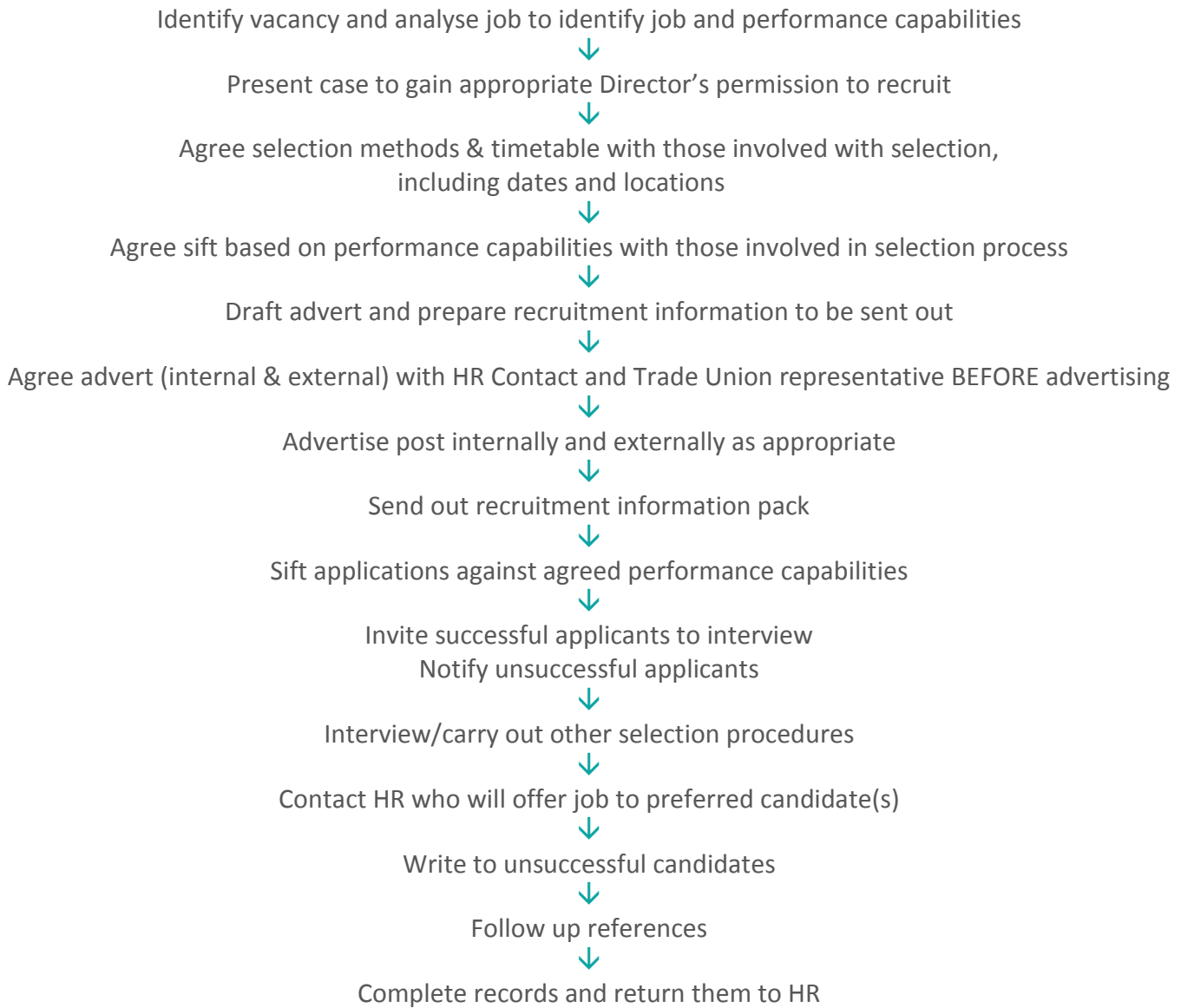
**Managers** will decide whether a vacancy needs to be filled and then agree the recruitment with the appropriate senior management before proceeding. Managers may be involved in the selection process if appropriate.

Only suitably trained **staff** will take part in recruitment and selection. Any member of **staff** involved in recruitment and/or selection will comply with process requirements.

## Recruitment process

Selection and recruitment will always be fair and non-discriminatory in line with the Company's Equal Opportunities Policy.

A summary of the process is set out overleaf.



### Policy review

This policy will be periodically reviewed in accordance with a documented procedure within the company's quality management system.



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