



Recruitment Policy

Last review: December 2006

Policy

Vision Security Group (VSG) always strives to recruit the best person for the job. VSG's recruitment and selection procedures have been designed to ensure that they are consistent, fair and provide equality of opportunity. All selection decisions are based solely on ability and irrespective of gender, ethnic origin, disability, marital status, race, religion, responsibility for dependents, nationality, skin colour, sexual orientation or age.

VSG take in account all current legislation covering Equal Opportunities and apply this to every stage of our recruitment and selection process:

- Job design
- Job advertisements
- Interviewing and assessment
- Person specifications
- Short listing
- Selection

We provide recruitment process training and guidance to ensure that:

- We look at the skills and qualifications necessary for an individual to be able to do the job
- Interview questions are objective and relevant to the requirements of the job
- Avoid discriminatory language or implications
- We remain open-minded

All applicants are required to complete an application form. This includes a separate Equal Opportunities section. In Northern Ireland we also monitor applications in compliance with the requirements of the Fair Employment and Treatment (NI) Order 1998. This information is not used as the basis of any employment decision.

All licensing and vetting of potential candidates is done in line with the BS7585 code of conduct that VSG is accredited to. Personal information is used only for limited purposes in accordance with Data Protection Legislation.

Our recruitment processes and procedures are regularly monitored and reviewed, and this policy is updated accordingly.

Related policies and procedures

- Equality and Diversity Policy
- Equal Opportunities Policy
- Structured Interview Process