

Recruitment Policy Statement

1. Introduction

At Thomas Group, we recognise that our people are our most valuable asset. Our recruitment policy outlines a fair, transparent, and consistent final selection process, grounded in our core values and commitment to equal opportunity. This recruitment policy serves as a guide for all employees involved in recruitment, helping us maintain a high standard in recruitment practices and ensuring our workforce reflects the diversity, expertise, and innovation that drive our success.

2. Scope

This recruitment policy applies to all departments and hiring managers at Thomas Group and covers all hiring processes, including full-time, part-time, temporary, and contract roles. It also applies to internal recruitment and promotions, ensuring that current employees have fair opportunities for advancement. By setting clear guidelines, we aim to support efficient hiring practices that align with our operational needs and strategic goals.

3. Equal Opportunity Statement

Thomas Group is an equal opportunity employer. We are dedicated to creating a diverse and inclusive workplace where all individuals are treated with respect and equality. We strictly prohibit discrimination on the basis of race, colour, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, or any other legally protected characteristic. We believe that a diverse workforce enhances our creativity, collaboration, and ability to succeed in a global marketplace. All recruitment decisions at Thomas Group will be based solely on merit, qualifications, and alignment with the company's values and mission.

4. Recruitment Process

4.1 Job Analysis and Approval

- Each hiring request begins with a detailed job analysis conducted by the hiring manager to determine specific job requirements, skills, and qualifications.
- Hiring managers submit a formal requisition for new or replacement positions to the HR department, including a justification for the role and any relevant budgetary considerations.
- HR collaborates with the hiring manager to finalize the job description, ensuring that it accurately reflects the responsibilities, qualifications, and competencies required. This ensures that job postings are inclusive and align with our commitment to equal opportunity.

4.2 Job Posting and Sourcing

- Job descriptions will be posted internally on our company job board for a minimum of one week to encourage internal mobility. External postings are made on job boards, professional networking sites, and other relevant platforms to reach a diverse range of qualified candidates.
- HR uses a range of sourcing channels, including job boards, social media, and recruitment agencies, to attract a diverse and qualified candidate pool. Referrals from current employees are welcome and encouraged, though all job candidates are evaluated based on the same standards.

4.3 Application Screening

- The initial screening process involves a structured review of resumes and cover letters to identify candidates who meet the qualifications specified in the job description.
- Application data is handled with strict confidentiality, ensuring compliance with data protection and privacy laws. Applicants who do not progress in the process will be informed promptly.
- Right to work in the UK checks will be made, including checking the nationalised status of individuals through birth certificates and passports, or using the <https://www.gov.uk/view-prove-immigration-status> online government immigration right to work checks. The check will ensure that the individual is permitted to carry out the correct work category and hours as per any visa / work permit.
- Drivers licence checks will be completed to ensure that the applicant has a valid drivers licence with the correct category if licence is required for the role.

4.4 Interview Process

- Shortlisted candidates will undergo a structured interview process, typically including phone, video, and in-person stages, depending on the role.
- Interviews are conducted by an interview panel that includes representatives from HR, the hiring manager, and, where appropriate, potential team members to ensure a fair and balanced assessment.
- Interviewers use consistent, structured interview questions based on the role's requirements to reduce bias and ensure that all candidates are evaluated fairly.

4.5 Selection and Offer

- Final candidates are evaluated based on qualifications, experience, and alignment with Thomas Group's values, company culture, and business goals.
- After a thorough review, HR presents a formal job offer to the selected candidate, which includes details on salary, benefits, and terms of employment. All offers are contingent on the completion of background checks, where applicable.

5. Candidate Experience

- Thomas Group is committed to ensuring a respectful and professional experience for all candidates. We aim to communicate promptly with candidates throughout each stage of the recruitment process, providing updates on their application status. Candidates who participate in interviews will receive feedback on the outcome, fostering transparency and a positive reputation for our organisation. Our goal is to create a lasting, positive impression, regardless of the hiring outcome.
- To protect the integrity of our hiring process, all offers of employment are contingent on completing background checks and reference verifications. Depending on the role, this may include verification of education, previous employment, criminal background checks (where legally permitted), and other relevant checks. [Company Name] is committed to handling all background checks in accordance with applicable laws, ensuring that candidate information is managed securely and respectfully.

6. Background Checks and References

- To protect the integrity of our hiring process, all offers of employment are contingent on completing background checks and reference verifications. Depending on the role, this may include verification of education, previous employment, criminal background checks (where legally permitted), and other relevant checks. Thomas Group is committed to handling all background checks in accordance with applicable laws, ensuring that candidate information is managed securely and respectfully.

7. Internal Mobility and Promotion

We encourage all employees to apply for internal job openings and actively support career growth within the organization. Internal candidates are assessed based on experience, qualifications, performance, and alignment with the role. This policy supports our commitment to developing and promoting talent from within, offering employees opportunities for career advancement and job enrichment. All internal applicants will undergo a fair and structured assessment, and interview feedback will be provided to those who are not selected.

8. Data Protection Compliance

Thomas Group takes data protection seriously. All candidate information collected throughout the recruitment process will be handled in strict compliance with applicable privacy laws and our internal data protection policy. Candidate information will be stored securely and only accessible to authorised personnel directly involved in the hiring process. Personal data of unsuccessful candidates will be retained only for as long as necessary to fulfil legal obligations and support future hiring needs.

9. Documentation and Record-Keeping

HR is responsible for maintaining accurate and up-to-date records of all employee recruitment activities, including job postings, interview notes, and selection criteria. These records will be stored securely for a minimum of one year after the completion of each hiring process. Accurate record-keeping ensures compliance with legal requirements, supports internal audits, and promotes transparency in the recruitment process.

10. Policy Review and Updates

To ensure the continued relevance and effectiveness of our recruitment practices, this policy will be reviewed annually by the HR department. Any significant changes to this policy will be communicated to all employees through [communication channels, e.g., email or the company intranet]. By regularly updating this policy, Thomas Group demonstrates its commitment to adopting best practices in recruitment and adhering to changing legal and regulatory standards.

Frequently Asked Questions

1. What is the typical recruitment timeline?

The timeline varies depending on the role, but generally includes stages for application review, interviews, and reference checks. Our standard process typically takes 4–6 weeks from job posting to offer, with updates provided to candidates at each stage.

2. Can employees apply for internal job postings?

Yes, current employees are encouraged to apply for internal opportunities and will be assessed based on experience, performance, and qualifications. Internal applicants follow a similar process to external candidates and are given fair consideration for roles.

Recruitment Policy Statement

3. Are background checks mandatory for all positions?

Yes, background checks are a standard part of the hiring process for all roles. The scope of the check depends on the open position and may include education, employment, and criminal record verification, as permitted by law.

4. What should I do if I experience discrimination during the recruitment process?

Thomas Group is committed to maintaining a fair and inclusive hiring process. If you experience any form of discrimination, please contact HR immediately. Our recruitment policy strictly prohibits discrimination and ensures all candidates are evaluated based on merit.

5. Who can I contact with questions about the recruitment process?

For inquiries regarding the recruitment process, please contact our HR team

This recruitment policy is designed to provide a clear, structured approach to hiring, ensuring compliance with legal requirements and promoting an inclusive, efficient recruitment process that aligns with Thomas Group's values

Signed



Mr Wyn Thomas

Managing Director

20/01/2025