



Severn Group

# Recruitment Policy

MAY 2023

# Introduction

At Severn Group we are guided by our values in everything we do and recognise that being a diverse and inclusive employer is fundamental to our success. The Recruitment Policy looks at the main stages of the recruitment and selection process, from defining the role, to making the appointment, all underpinned by our values.

## **Who does this Policy apply to?**

This Policy applies to all hiring managers, external recruiters, candidates, and employees.

## **Purpose**

Good recruitment is vital for every position within Severn Group.

The main aim of recruitment and selection is to attract and appoint employees from a diverse talent pool who demonstrate the relevant skills, and abilities for our current, and future needs.

Every individual appointed must be selected on merit, through our selection and assessment process. The aim of any recruitment or selection campaign is to find the best person for the job, incorporating the Company values and Company culture. Effective resourcing is not just about filling an immediate vacancy, but about having an impact on the long-term success of our Company.

We are committed to being an equal opportunities employer who values its employees and others who come into contact with it, irrespective of gender, marital status, sexuality, race, ethnic or national origin, colour, gender reassignment, religion or belief, disability or age. In any of our recruitment and selection procedures, we must ensure that there is no discrimination, either direct or indirect.

The purpose of this Policy is to provide a sound framework for the recruitment and selection of employees based upon the principles outlined below, which also meet the requirements of the Equality, Diversity and Inclusion Policy, the Equality Act 2010, and all other relevant employment legislation.

After receiving a recruitment request, through the Authority to Recruit (ATR) or Applicant Tracking System (ATS), all positions will, normally, be advertised internally, and externally, on the Company's website, localised online job boards, and social media, such as LinkedIn. In some cases, advertisements may also be placed with external recruitment agencies.

# The Approach

All recruitment will be carried out in a professional and objective way, employing the most appropriate candidate to fill each respective vacancy. To achieve this, the following activities will normally take place:

- Approval by relevant management, governed by the Delegation of Authority, through the Authority to Recruit process.
- Establishment of a job description or person specification.
- Use of a structured interview format and usually the attendance of a member of the People team.
- Reasons for selection and non-selection will be retained by the People team.

It is recognised that in many cases it is desirable to make a verbal offer very shortly after the selection process to enhance the Company's ability to recruit the selected candidate. In such cases the verbal offer should only be made after consultation with the People team. Once a selection decision has been made the local People team will produce a written offer of employment.

## Method of Selection

### Internal Applicants

All employees are given the opportunity to apply for positions within the business to encourage personal development, career progression, internal mobility, and retention across our Company. Internal vacancies are emailed out to all employees on a regular basis by the Global Talent Manager.

If you are an internal applicant interested in a vacant position you should discuss your proposed application with your line manager and complete the internal application form. Your Internal application form and a copy of your CV should be emailed, within one week of the advertisement, to the recruitment email address - [recruitment@severnvalve.com](mailto:recruitment@severnvalve.com).

Line managers should consider the following factors in determining whether to support an individual's application:

1. Department needs,
2. Wider business needs
3. Career development aspirations of the individual
4. Future retention

Any employee who considers that they have not been supported with an internal move may raise this issue with the People team.

# The Approach

## **Managing the application and selection process**

Throughout the application and selection process, candidates will be asked if they require any reasonable adjustments to the recruitment process. For example, as well as supporting those with a physical disability, recruitment processes might be adapted for neurodivergent applicants.

All applications should be treated confidentially and circulated only to those individuals involved in the recruitment process once personal details have been removed.

All applicants will receive acknowledgement of their application and feedback on whether they have been successful or unsuccessful.

## **Selecting Candidates**

Candidates will be shortlisted based on whether they have the necessary skills and experience. Candidates who have been successfully shortlisted will be interviewed to determine who is most suitable for the role.

## **Selection Interviewing**

The selection interview shall be a planned and structured process. Prior to the meeting, interviewers shall focus on the key requirements for the job and prepare competency-based questions and areas to explore during the interview. The People team can help with the question design and selection.

Interviews will take place with a panel of appropriate interviewers (where possible, a diverse interview panel with a minimum of two interviewees, e.g., the hiring manager and a member of the People team).

The outcome of all selection interviews should be discussed with the People team.

## **Employment Offers**

All offers of employment shall be issued by the People team in consultation with the hiring manager. All offers of employment for external candidates will be conditional on satisfactory employment references, proof of identification, right-to-work checks and qualifications.

# The Approach

## **Medical**

We will never ask questions about health prior to making an offer apart from to ask if a candidate requires reasonable adjustments to the process. At offer stage we will only ask questions about health when it is relevant to the role, we will never automatically reject someone on the grounds of health, and we will always seek to make reasonable adjustments where possible.

## **References**

All references to be obtained prior to the employee commencing employment.

Two employment references shall be obtained for external candidates, one reference should be from the applicant's current, or most recent, employer. The referees will not be approached without the permission of the applicant.

A standard reference form will be issued by the People team, for the nominated referees to complete.

If we are unable to obtain a satisfactory employment reference, the hiring manager and the People team will determine if the individual is suitable for employment.

## **Right to Work**

Right to work and, where applicable, criminal record checks will be carried out as part of the hiring process. A copy of the right to work documentation shall be taken, at offer stage or on the first day of employment, validated by the People team and a copy to be kept on file.

## **Qualifications**

Qualifications shall be checked as part of the hiring process (if required for the position). A copy of the qualifications shall be taken and kept on file.

## **Probationary Period**

Externally hired employees will be employed on a probationary period. The employee will be advised at the end of the probationary period if their employment is to be confirmed, this will be done in writing.

# The Approach

Internal candidates may be placed on a trial period when moving to a new position.

## Data Protection

For information about our processing of personal data under this Policy, including details of our legal grounds for doing so, how long we retain such personal data, who your personal data is shared with, your rights under data protection law and who you should contact if you have any concerns, please see our Employee Data Protection Policy and Employee Privacy Notice, which can be accessed via the Group Policy Hub, the HR System or a member of the People Team.

## Agreement to follow this Policy

This Policy is fully supported by the Executive Team.

This Policy is non-contractual, and the Company reserves the right to update it at any time.

This Policy should be read in conjunction with the Code of Conduct, Conflict of Interest Policy, Delegation of Authority, Employee Referral Scheme, Equality, Diversity and Inclusion Policy, GDPR Policy, and Privacy Policy.





At Severn Group, our business success flows from expertise – from technical knowledge and experience that position us as a leader in our field. Not everything, however, can be engineered. The Values which underpin that success stem instinctively from the culture we seek to sustain. Everything we do is tested against our Values, and our people are encouraged to apply them every day: they are the stewards of our brand, our reputation, our heritage, our ambitions.



**Customer**



**Integrity**



**Excellence**



**Accountability**



**SEVERN**  
Superior Valve Engineering