

Recruitment Policy

Introduction

At Worldwide International Ltd t/a Publiship, we recognize that our employees are our greatest asset, and effective recruitment is essential for our success. This Recruitment Policy sets forth the guidelines and principles for attracting, selecting, and onboarding talent to ensure that we not only meet our current staffing needs but also foster a diverse and inclusive workplace. We are committed to maintaining a fair and consistent hiring process that complies with all relevant employment laws and best practices.

Scope

This policy applies to all recruitment activities within Worldwide International t/a Publiship, covering positions across all departments including:

- Full-time and part-time roles
- Temporary and contract positions
- Internships and apprenticeships

All employees involved in the recruitment and selection process are expected to adhere to the guidelines outlined in this policy.

Recruitment Objectives

Our recruitment objectives include:

- Attracting a diverse pool of candidates that reflects the communities we serve.
- Implementing a transparent, efficient, and consistent recruitment process.
- Selecting candidates based on their qualifications, skills, and potential contributions to the company culture and objectives.
- Continuously improving our recruitment strategies through feedback and performance metrics.

Job Vacancies

- Identification of Vacancies: Job vacancies will be identified in line with our business strategy and growth plans. The management team will assess staffing needs and propose new positions or re-placements for exiting employees.
- Job Descriptions: All job descriptions will be clear, concise, and reflect the responsibilities and requirements of the position. Descriptions will be regularly reviewed to ensure they are up-to-date and relevant.

Advertising Vacancies

- Internal and External Advertising: All job vacancies will be advertised internally and externally through reputable agencies, social media, and industry networks to reach a wide audience.
- Diversity Commitment: Job advertisements will explicitly state our commitment to diversity and inclusion, encouraging applications from all qualified individuals regardless of background or characteristics.

Application Process

- **Submission Requirements:** Candidates must submit a CV and cover letter detailing their qualifications and interest in the position. The application process will include a clear outline of timelines and next steps.
- **Acknowledgment of Applications:** All applicants will receive confirmation of receipt of their application, along with information regarding the next steps in the process.

Selection Process

- **Shortlisting Candidates:** Applications will be screened against the established job criteria, and a shortlist will be created. This process will involve assessing candidates based on their experience, skills, and alignment with our company values.
- **Interviews:** Shortlisted candidates will be invited for interviews, which may include:
 - **Structured Interviews:** Conducted by a panel to reduce bias and ensure a well-rounded evaluation.
- **Reference Checks:** Reference checks will be conducted for final candidates to verify their qualifications and work history.

Equality and Diversity

- **Commitment to Equality:** The company is dedicated to promoting equality and diversity in our recruitment practices, adhering to the Equality Act 2010. We will not discriminate anyone based on protected characteristics and will actively seek to eliminate bias.
- **Monitoring Diversity:** We will regularly monitor our recruitment metrics to ensure we are attracting a diverse range of applicants and making data-driven improvements to our strategies.

Onboarding

- **Onboarding Process:** Successful candidates will undergo a structured onboarding process designed to integrate them into the company. This includes:
 - Orientation sessions to familiarize them with company policies, culture, and their specific roles.
 - Assigning a mentor or buddy to assist with the transition.

Monitoring and Review

- **Policy Review:** This Recruitment Policy will be reviewed annually to ensure it aligns with current legal requirements and industry best practices.
- **Metrics and Reporting:** We will track and report on key recruitment metrics, such as:
 - Time to fill positions
 - Candidate source effectiveness
 - Diversity statistics
 - Employee turnover rates
- **Continuous Improvement:** Feedback from hiring managers and candidates will be solicited to identify areas for improvement in the recruitment process.

Acknowledgment:

Worldwide International Ltd T/A Publiship is committed to conducting business ethically and with integrity.

This policy will be reviewed annually or sooner if required due to changes in legislation or business needs. Any amendments will be communicated to employees in a timely manner.

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Date: September 2024

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