

Recruitment and Selection Policy

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Summary

This policy sets out the way Amey will recruit fairly offering equal opportunities to all. We want our people to reflect the diversity of the communities in which we live and work and the customers we serve. To achieve this, we are committed to treating people with fairness and respect, seeing them as individuals and understanding and valuing their differences. For more information on diversity and inclusion please see the Amey Recruitment Diversity and Inclusion Policy.

The Amey recruitment process has been developed to reflect this and will be regularly reviewed to ensure that individuals are assessed and recruited based on essential criteria including relevant skills, experience and their ability to do the job.

It applies to everyone involved in permanent recruitment activities at Amey.

The Company is committed to embracing diversity by promoting and sustaining an open, inclusive and supportive environment. Amey's values and commitments towards this are outlined within the Equality and Diversity Policy and Procedure

Scope

This policy applies to everyone involved in permanent recruitment activities at Amey. This policy establishes compliance with our legal obligations under the Modern Slavery Act (2015).

Purpose/ Principles

The Amey Group continually strive to attract, recruit and retain the best talent in the marketplace. We aim to use the most appropriate selection methods available to ensure recruitment activities are completed in a professional and timely fashion.

The Company is committed to ensuring that the recruitment and selection of all employees is fair and consistent, following an objective and systematic approach whilst maintaining and advancing our reputation as an Employer of Choice.

All processes, information and support documentation is available on the Recruitment pages of AmeyWorld. There is a Managers Guide to Recruitment available on Learn Upon.

Definitions

Internal candidate

An individual employed under a contract of employment who has applied for a vacancy.

External Candidate

Anyone that has applied for a vacant position that is not employed under a contract of employment.

ATR – Authority to Recruit

This is raised via the HR management system when a manager would like to fill a vacant position

SLA – Service Level Agreement

An agreement between two people/functions that determines the maximum time a piece of work will take to complete

Procedure

- We commit to ensure a sound and fair background for recruitment and selection, the Amey processes should be consistently used across the Group.
- Our aim is to attract, recruit and retain people on the basis of individual merit, ensuring they receive no less or more favourable treatment on the grounds of background, colour, race, nationality, ethnic or national origin, religious belief, sex, sexual orientation, marital status, age or as a consequence of unlawful discrimination relating to disability.
- All advertising will be organised through the Recruitment Team who will ensure full compliance with the Amey brand guidelines.

- We will ensure that appropriate training and guidance is available to all persons involved in the recruitment and selection process to ensure that these employees are familiar with the law and their responsibilities under the company's policy.
- We will strive to ensure that the checking of applicant's eligibility documents for the right to work in the UK will be done at formal interview stage. Copies of their documents will then be made by an Amey employee as evidence of the applicant's right to work in the UK.
- Interview notes must be taken by the attending Amey interviewers consisting of actual statements made by the candidate and not an interpretation.
- Feedback will be available to all candidates that have attended an Amey interview. This can be managed through the Amey Recruitment Team.

Recruitment Process

- Raise an ATR – when an employee leaves the business or a new role needs to be created, the Hiring Manager needs to raise an ATR in MSS before a role is advertised. The role will then go through the approval levels in MSS until it reaches the Recruitment Team. The role requires approval in MSS from two management levels and the HR Business Partner. Depending on current conditions, offline approvals may be in place for other roles.
- Roles are categorised automatically by the system based on the roles SAP record. They are categorised in two ways and cannot be overridden in MSS:
- Overhead roles are roles that are paid for by Amey and not covered by a client, e.g. HR Manager, Finance Manager etc.
- Direct roles are roles that are paid for as part of a contract with a client, e.g. Cleaners, Electricians, Highways Maintenance Operatives etc.
- Vacancy Brief - The recruiter will contact the hiring manager to obtain more information for the role, e.g. rota pattern, specifics for adverts etc. Interview dates and times will also be planned at this stage and the use of agencies discussed (please see PSL policy). No agencies should be engaged before prior conversations with the Recruitment team.
- Advert go live - The adverts are posted on internal and Amey external careers sites as well as specific job boards depending on the role type, e.g. LinkedIn etc.
- CV screen and send shortlist -The recruiter screens all candidates and will send a shortlist to the hiring manager.
- Candidate call up - The recruiter will call the candidates to schedule them in for interview. Once the schedule is complete the recruiter will send the schedule to the hiring manager along with interview scripts.
- Interviews/Assessment Centres (AC) - Interviews must be carried out with at least two interviewers present. If a female is being interviewed, there must be at least one female Amey employee on the interview panel. For ACs, a representative from the recruitment team will also be present. Interviews can be carried out face to face or virtually at the discretion of the hiring manager, please see the online-virtual interview procedure for more guidance.
- Selection - The hiring manager selects the successful candidate and sends their details in the form of an EOC, along with RTW documents, to the recruiter.
- Interview results processed - The recruiter informs both successful and unsuccessful candidates of the outcome and sends the successful candidates details to onboarding.

Service level agreement

Both recruitment and the hiring managers have responsibilities in the recruitment process. Service Level Agreements (SLAs) have been agreed with business units and are in place for all roles.

Failure to meet SLAs will result in escalations with the potential of performance conversations

Operational

A and B Process Step	SLA	Owner
Vacancy brief	48 hours	Recruitment
Advert go live	24 hours	Recruitment
Advert live	2 weeks	System
CV screen and send shortlist	48 hours	Recruitment
Manager shortlist	48 hours	Hiring manager
Candidate call up	24 hours	Recruitment
Interviews/AC	1 week	Hiring manager
Selection (results to recruitment team)	24 hours	Hiring manager
Interview results processed	24 hours	Recruitment
Time to Offer	31 days	

C and D Process Step	SLA	Owner
Vacancy brief	48 hours	Recruitment
Advert go live	24 hours	Recruitment
Advert live	2 weeks	System
CV screen	48 hours	Recruitment
Telephone interviews and shortlist	1 week	Recruitment
Manager shortlist	48 hours	Hiring manager
Candidate call up	24 hours	Recruitment
Talent Q (D only)	1 week	Candidate
Interview 1	1 week	Hiring manager
Selection (results to recruitment team)	24 hours	Hiring manager
Interview 1 results processed	24 hours	Recruitment
Interview 2	1 week	Hiring manager
Selection (results to recruitment team)	24 hours	Hiring manager
Interview 2 results processed	24 hours	Recruitment
Time to Offer	54 days	

Consulting

A and B Process Step	SLA	Owner
Vacancy brief	48 hours	Recruitment
Advert go live	24 hours	Recruitment
Advert live	2 weeks	System
CV screen and send shortlist	48 hours	Recruitment
Talent Q Assessments	3 days	Candidates
Manager shortlist	48 hours	Hiring manager
Candidate call up	24 hours	Recruitment
Assessment Centre Notice for Candidates	3 days	Recruitment
Interviews/AC	5 days	Hiring manager
Selection (results to recruitment team)	24 hours	Hiring manager
Interview results processed	24 hours	Recruitment
Time to Offer	29 days (34 days with AC)	

C and D Process Step	SLA	Owner
Vacancy brief	48 hours	Recruitment
Advert go live	24 hours	Recruitment
Advert live	2 weeks (C) 3 weeks (D)	System
CV screen	48 hours	Recruitment
Telephone interviews and shortlist	1 week	Recruitment
Manager shortlist	48 hours	Hiring manager
Candidate call up	24 hours	Recruitment
Talent Q (D only)	1 week	Candidate
Interview 1	1 week	Hiring manager
Selection (results to recruitment team)	24 hours	Hiring manager
Interview 1 results processed	24 hours	Recruitment

Interview 2	1 week	Hiring manager
Selection (results to recruitment team)	24 hours	Hiring manager
Interview 2 results processed	24 hours	Recruitment
Time to Offer	47 days (C) 61 days (D)	

Exec Search

Roles that are bands E and above are managed by the Head of Recruitment who will liaise with the senior leadership team to identify requirements. The SLA for exec search roles is 90 days.

Internal applications

- All vacancies in Amey will be advertised internally on Amey World for a minimum of one week. There will be some occasions where vacancies cannot be advertised internally in this way for commercially or internally sensitive confidentiality reasons. These positions will be exempt only with authority from the Head of Recruitment.
- Vacancies will be advertised internally before or at the same time as external advertising. Applications from internal candidates will be given preference for selection processes except in circumstances where the internal applicant clearly does not match the requirements of the role. Any (suitable) at risk candidates will be considered by the Hiring Manager and the HR Business Partner.
- All internal candidates who believe that they have the skills, competence and experience to undertake the role will be given full and fair opportunity to apply and be considered for the vacancy.
- All internal candidates should have at least six months tenure in their current role before they apply for a new vacancy within Amey. Where an employee has less than six months tenure in their current role, approval must be sought from their line manager and HR Business Partner.
- Where employees have a disability and could do the job if some adjustments were made, they should apply for the position and should not assume that the manner in which the job is undertaken or configured is fixed.
- Candidates applying internally must have discussed their intentions with their Manager before applying. Their Manager will be required to endorse their application.
- If an internal candidate is selected for interview, all selection processes can be arranged during working hours with their Manager's approval.
- If an internal candidate is successful for a new position, they must be released from their current role within their contractual notice period.

Hiring an internal candidate

- When a hiring manager has a vacancy in their team or wants to convert a temporary worker to permanent, they still need to raise a new ATR even if they already have someone they want to move in to the position internally.
- When an internal candidate has been selected the Hiring Manager will need to raise a pin form to move the employee in to the vacant ATR position.
- Pin forms are automatically sent to the Recruitment team who will check the role the Hiring

Manager would like to fill is vacant and has an approved ATR raised against it. If it does, Recruitment will approve the pin and it will go to the T&Cs team to complete the employee changes. If an ATR hasn't been created for the position, the pin form will be rejected.

Right to work documents

Hiring Managers must copy and verify right to work documents, ideally at the time of interview. Should this not be possible, and the recruitment process is being carried out virtually, please see the Online Recruitment Policy.

- Right to Work countersigning must include:
 - ✦ Hiring Managers name
 - ✦ Hiring Managers signature
 - ✦ Date
- Standard checks – passport or birth certificate (if providing BC also need a document with NI number)
- DBS check – passport or BC and two proofs of address dated within the last three months
- Roles that require a driving licence – copy of the front and back of the DL card
- The recruiter will send the information to the vetting team and onboarding within 24 hours of receiving it and contracts will be sent to candidates within three working days of reaching Onboarding

Conflict of interest

If you are a recruiting manager and you believe you may be presented with a conflict of interest relating to an applicant or supplier, for example, where a personal friend or relative applies for a role, please contact your HR representative immediately. In any event, the related employee must abstain from participating in the recruitment process relating to that hire.

When an employee of Amey is aware of the hiring of an individual related to themselves, they must notify their HR department/representative in writing.

The degree of consanguinity, affinity or similar up to the second degree includes the following persons:

- Parents, children, sons- and daughters-in-law, and spouse or partner.
- Grandparents, siblings and grandchildren
- Parents and children of the spouse or partner
- Grandparents and siblings of the spouse or partner

Re-hiring Candidates

If a candidate has previously been dismissed from Amey, the Recruitment Team will conduct relevant checks with previous managers to discuss their eligibility to be considered for another role within Amey.

Employee referrals

See separate policy Employee Referral Policy.

Selection process

The selection process will vary from role to role and will be appropriate to the role itself. The selection process at Amey will include one or more of the following processes

- Interview
- Online ability testing
- Presentations
- Assessment Centres
- Psychometric testing

If you apply for a role at Amey and are selected for interview, you will be advised which other selection processes will be used for the recruitment of the vacancy you applied for. If you are an Amey employee, all selection processes can be arranged during working hours with your Manager's approval.

Redeployment

See separate Redeployment Policy.

Monitoring

In order to ensure that the Group's Policy objectives are being met, it is the intention that statistics relating to background, colour, race, nationality, ethnic or national origin, religious belief, gender, sexual orientation, marital status, age or disability are recorded and analysed for trends. For more information please see the Recruitment Diversity and Inclusion Policy.

Roles and Responsibilities

Recruitment Team

There is a dedicated Recruitment Team within Amey of Recruitment Professionals who will assist Hiring Managers to fill vacancies with quality candidates. When a role is approved, the Recruiter is responsible for ensuring the Hiring Manager has all the information they need to be able to recruit effectively within SLAs and will provide expertise to find candidates and fill the vacancy.

Hiring Managers

The Hiring Managers role in recruitment is to work with their Recruiter to fill the position with the best candidate. It is important that Hiring Managers provide their Recruiter with all the necessary information to allow them to attract and select the right candidates for interview.

Head of Recruitment and Group HRD

The Head of Recruitment and Group HR Director will be responsible for the effective management and development of the below processes, across all businesses.

Recruitment Business Partners

Recruitment Business Partners are responsible for ensuring that the Group recruitment and selection processes and policy are adhered to within their business areas.

Associated Documents

- Employee Referral Policy

- Diversity and Inclusion Recruitment Policy
- Manager's guide to recruitment (LearnUpon)

Communication

This policy will be available to all employees via AmeyWorld or from the HR Service Centre. For any queries on these guidelines, please contact the HR Helpdesk;

Telephone: 01865 713101

Email: HRHelpdesk@amey.co.uk

Post: HR Service Centre, Amey, The Matchworks, Liverpool



Amanda Fisher

Chief Executive

February 2021

Stakeholder Agreement

Stakeholder	Department	Date

Change History

Revision	Date	Amendment	Content Owner	Approved By
7.4	Nov 2013	Contact details updated	Gemma Higgins	Martin Nicholds
7.5	Nov 2015	Reviewed – No changes	Gemma Higgins	Martin Nicholds
7.6	Mar 2016	Conflict of interest section updated to reflect the Ferrovial Group policy	Lisa McRae	Gemma Higgins
7.7	Nov 2016	Compliance with Modern Slavery Act	Lisa McRae	Dan Blake
7.8	June 2020	Policy Revised	Adam Britten	Michael Burgess
7.9	February 2021	Formatting review	Adam Britten	Michael Burgess
8.0	January 2022	ATR approval levels added	Adam Britten	David Long