Recruitment & Selection Policy

Amey is committed to a fair and consistent recruitment process and this policy is designed to assist all those involved. It gives guidance to recruiting managers on how to manage an effective recruitment process while being legally compliant. It also guides colleagues on what to expect when applying for a job internally.

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

If you have any queries or feel that you need assistance beyond the contents of this policy then please speak to your manager or HR Business Partner.

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.

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 Amey Inclusion Policy

Hiring managers will attend a vacancy briefing with the recruitment team, where the relevant parts of this policy will be explained in detail for their specific hire; the policy itself is available as a guide and reference throughout the process.

Scope

This policy applies to all individuals involved in permanent recruitment activities at Amey. It is designed to ensure compliance with relevant UK employment legislation, including but not limited to the Equality Act 2010, Employment Rights Act 1996, the Employment Rights Bill and the Modern Slavery Act 2015.

The Employment Rights Act 1996 outlines key statutory rights for employees, such as the right to receive clear terms of employment, protection against unfair dismissal and entitlements to leave and notice periods. These provisions are essential in ensuring transparency and fairness throughout the recruitment process.

The Employment Rights Bill, expected to become law in late 2025, will introduce further protections, such as making unfair dismissal a day one right and strengthening rights around flexible working, parental leave and whistleblowing. These changes will reinforce ethical recruitment practices and ensure that Amey remains aligned with evolving employment standards.

This policy supports fair, transparent, and ethical recruitment practices across the organisation, ensuring that all candidates are treated with respect and in accordance with the law.

Purpose

Amey continually strive to attract, develop 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.

Hiring Manager and recruitment guides are available on the Business Unit SharePoint pages on Amey World. Mandatory hiring manager training is organised through the business units.

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.

Job Requisition

Raised via the [People Portal](#) 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. All recruitment SLAs are detailed in the appendix of this document.

Procedure

We commit to ensure a sound and fair background for recruitment and selection; the Amey processes should be consistently used across the organisation.

Our aim is to attract, develop and retain people based on 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 because 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 at offer stage.

All candidate information collected during the recruitment process will be treated confidentially and in accordance with applicable data protection laws. Only authorised personnel involved in the recruitment process will have access to candidate data.

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.

Link to External recruitment process map: External Recruitment Process Map v.4.vsdx.pdf

Agency usage is on an ad-hoc, case-by-case basis with relevant internal approvals required before engagement. Any speculative contact from agencies not on the current Preferred Supplier List should be directed to the Resourcing Governance Manager, Group HR. Agencies must not contact hiring managers directly and agencies should only work on roles assigned to them, and any non-compliance by PSL agencies should be reported to the Resourcing Manager, Group HR.

Roles & 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.

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.

Recruitment Process Definitions

Process Step	Definition
Overhead Roles	Overhead roles are roles that are paid for by Amey and not covered by a client, e.g. HR Manager, Finance Manager
Direct Roles	Direct roles are roles that are paid for as part of a contract with a client, e.g. Cleaners, Electricians, Highways Maintenance Operatives etc.
Recruitment Guides	Hiring Manager and recruitment guides are available on the Business Unit SharePoint pages on Amey World. Mandatory hiring manager training is organised through the business units.
Vacancy Brief	The recruiter will have a call with the hiring manager to obtain more information regarding the role. To be discussed: advert content and job boards, candidate screening criteria, telephone screening questions, role specifics such as shift patterns, reasonable adjustments. Benchmarking on salary and band should be agreed with Amey Reward Team and considered as part of the vacancy brief. Interview dates and times will also be planned at this stage. PSL Usage is discussed if applicable.
Screening Criteria	Screening criteria to include essential/required skills, desired skills, location, right to work and vetting requirements, accessibility requirements, working hours. This is agreed with the hiring manager during the vacancy brief.
PSL Usage	Agency usage is on an ad-hoc, case by case basis. Recruiters will consider skill set, volume, business need, skill shortage and length of time role has been open and seek relevant internal approval before engaging. Agencies should be used as a last resort after all other avenues have been considered. All agencies must follow terms and conditions laid out in their agreements. All CVs, interviews, offers, arranged through People Portal by recruitment team. Agencies must not contact hiring managers directly and hiring managers should direct all contact back to the recruiter. Any speculative contact from agencies not on the PSL can be directed to Resourcing Governance Manager Group HR. Agencies must only work the roles assigned to them. Any agencies on the PSL who do not adhere to the process and within the T&Cs of their agreement, please inform Resourcing Manager – Group HR to pick up.
Advert Go-Live	Following the vacancy brief, the recruiter will use the Amey Job Advert Template to compose an advert, adverts are posted internally on Amey World and Amey external careers sites as well as specific job boards depending on role type. For Early Careers roles, please use Early Careers Advert Template.
CV Screen and Shortlist	The recruiter screens all candidates against screening criteria including the candidates Right to Work status and will send a shortlist to the hiring manager.
Telephone Interview	The recruiter will carry out telephone interviews with longlisted candidates and create a shortlist of candidates for the hiring manager to review.
Testing	Psychometric testing can be used as a screening tool during the recruitment process.
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	Interviews must be carried out with at least two interviewers present. For Assessment Centres, , 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. If a client wishes to interview a candidate, an Amey employee must be on the interview panel.

Interview Results Processed	For external candidates, the recruiter informs both successful and unsuccessful candidates of the outcome. For internal candidates the hiring manager is responsible for providing the feedback to unsuccessful/successful candidates and informing their hiring manager.
Selection	It is the hiring Manager's responsibility to initiate issuing an offer via the People Portal Recruiting Dashboard. Once the offer is confirmed, the recruiter will make a verbal offer to the successful candidate and sends the successful candidates' details to onboarding.
Exec Search	Band E roles and above fall into Exec Search.
Internal/External Advertising	Vacancies in Amey should be advertised internally on Amey World for one week minimum. There will be some vacancies that cannot be advertised internally or externally for commercial or internally sensitive confidentiality reasons. Vacancies do not need to be posted internally for a set time prior to external advertising.

Selection Process

The selection process will vary from role to role and will be appropriate to the role itself. It may be the role is only advertised and recruited for internally which will negate the need to advertise externally. 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.

Internal Applications

- We are passionate about developing our people and encourage internal candidates to progress within the business. All internal candidates who believe 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.

- Candidates applying internally should discuss their intentions with their manager before applying.

- 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.

- 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 way the job is undertaken or configured is fixed. Each employee will have a health adjustment passport which is stored confidentially on the People Portal.

Hiring an Internal Candidate

When a hiring manager has a vacancy in their team or wants to convert a temporary worker to a permanent position, the hiring manager will need to identify the vacancy is filling an existing position. If the answer is no, a new position will need to be created in SAP Success Factors and once approved a new job requisition can be raised. If the position already exists; any required approvals will need to be given and a job requisition can be raised. The recruitment team will be notified, and the recruitment process will begin. Approvals are required as per the General authorities schedule (GAS).

Right to Work

The recruitment team will screen candidates against the required Right to Work and Security Vetting requirements during the CV Screen. Candidates will be instructed to bring a copy of their Right to Work Documents to their interview. It is the hiring managers responsibility to request, check and sign all RTW documents using the following statement:

I confirm that I have seen the original document on (date) and this is a verified copy.

Print Name, Sign and Date

This must be completed for employees at interview stage and in any event prior to any offer being made so that this can be provided to the recruitment team to check and handover to the Shared Services Offer and Onboarding team.

Where the interview has taken place virtually; the candidate must complete an online ID check via government-certified identity service provider Yoti.

Standard checks – passport or birth certificate (BC) (if providing BC we also need a document that confirms NI number).

DBS check – passport or BC and two proofs of address dated within the last three months.

Roles that require a driving licence (DL) – 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.

Candidates who are Non-UK citizens who fall into the below categories must provide Amey with a 9-digit share code:

- A Biometric Residence Permit (BRP)
- A Biometric Residence Card (BRC)
- A UK Visas and Immigration (UKVI) account

This includes people who:

- Applied to the EU Settlement Scheme
- Used the UK Immigration: ID Check app
- Have an eVisa (digital immigration status)

Once the candidate provides the share code and their date of birth, the recruiter will check the share code on the Government Right to Work website and review the following:

- The person's immigration status
- Type of work they're allowed to do
- Duration of their right to work

British and Irish citizens cannot use a share code; they must provide original documents. Evidence of the check (e.g., a screenshot or PDF) should be stored on the individual's candidate record. If the right to work is time-limited, a follow-up check is required before it expires. Amey may consider sponsorship for roles where the candidate is the best fit and

meets all legal criteria. Decisions are likely made case by case, depending on the role, business need and candidate eligibility.

HR Security & Vetting Policy

This policy outlines the procedures for pre-employment screening and ongoing vetting to ensure all employees meet security standards. It includes checks such as identity verification, employment history, qualifications, criminal records, and right-to-work documentation to maintain compliance and safeguard sensitive operations.

Please refer to the Amey HR - Security and Vetting Policy

Employee Referrals

Amey's Employee Referral Policy encourages staff to recommend suitable candidates for vacancies. It supports fair and inclusive hiring, offering incentives for successful referrals while ensuring referred candidates are assessed objectively and in line with recruitment standards.

Please refer to the HR-Recruitment-PO-003 Employee Referral Policy

Redeployment Policy

This policy provides a framework for supporting employees whose roles are at risk due to restructuring or redundancy. It aims to retain talent by identifying suitable alternative roles within the organisation, ensuring fair treatment and alignment with Amey's commitment to diversity and inclusion.

Please refer to the Amey Redeployment-policy.pdf

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.

Second degree relatives by blood, marriage, or similar ties include the following individuals:

- 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 People Services team will conduct relevant checks with previous managers to discuss their eligibility to be considered for another role within Amey

Monitoring

In order to ensure that the 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 Diversity and Inclusion Recruitment Policy.

Appendix

Recruitment Service Level Agreements

A & B Roles	C.F & Group	Consulting	T.I	Owner
Vacancy brief	48 Hours	48 hours	72 Hours	Recruitment
Advert go live	24 Hours	24 hours	48 Hours	Recruitment
Advert live	2 weeks	2 weeks	2 weeks	System
CV screen and send shortlist	48 hours	48 hours	48 hours	Recruitment
Manager shortlist	48 hours	48 hours	48 hours	Hiring manager
Candidate call up	24 Hours	24 hours	48 Hours	Recruitment
Assessment Centre Notice for Candidates	3 Days	3 days	3 Days	Recruitment
Interviews/AC	2 Weeks	5 days	2 Weeks	Hiring manager
Selection (results to recruitment team)	24 Hours	24 hours	48 Hours	Hiring manager
Interview results processed	24 Hours	24 Hours	48 Hours	Recruitment
Offer Accepted/Rejected	48 hours	48 Hours	48 hours	Candidate
Time to Offer	45 Days (48 Days with AC)	46 Days (48 Days with AC)	45 Days (48 Days with AC)	N/A
Time to Hire	90 Days	90 Days	90 Days	N/A

C and D Roles	C.F & Group	Consulting	T.I	Owner
Vacancy brief	48 Hours	48 hours	72 Hours	Recruitment
Advert go live	24 Hours	24 hours	48 Hours	Recruitment
Advert live	2 weeks	2 weeks (C) / 3 weeks (D)	2 weeks	System
CV screen	48 hours	48 hours	48 hours	Recruitment
Telephone interviews and shortlist	1 week	1 week	1 week	Recruitment

Manager shortlist	48 hours	48 hours	48 hours	Hiring manager
Candidate call up	24 Hours	24 hours	48 Hours	Recruitment
Interview 1	1 week	1 week	1 week	Hiring manager
Selection (results to recruitment team)	24 Hours	24 hours	48 Hours	Hiring manager
Interview 1 results processed	24 Hours	24 hours	48 Hours	Recruitment
Interview 2	1 week	1 week	1 week	Hiring manager
Selection (results to recruitment team)	24 Hours	24 hours	48 Hours	Hiring manager
Interview 2 results processed	24 Hours	24 hours	48 Hours	Recruitment
Offer Accepted/Rejected	48 Hours	48 Hours	48 Hours	Candidate
Time to Offer	50 Days	50 days (C)	50 Days	N/A
		57 days (D)		N/A
Time to Hire	120 Days	120 Days	120 Days	N/A

While we strive to adhere to the specified Service Level Agreement (SLA) for the time to hire, it is important to note that certain factors beyond our control may impact this timeline, these factors include, but are not limited to, candidate notice periods, background checks, and other vetting processes done by external clients. As such, the time to hire SLA should be considered a guideline and the recruitment teams are not measured against this specific SLA.

Revision status

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	Sept 2025	Policy Revised	Alex Pennells	Michael Burgess

Appendix

Recruitment SLAs