

Recruitment Policy

A screening process requiring a minimum 5 years employment history and including the take up of references is in place and used for all relevant recruitment.

Recruitment records are maintained for all employees. The screening process is monitored, for individuals provisionally employed, during the time taken to complete the screening

The requirements for each role within the organisation have been defined. These include such information as experience, skills and qualifications required.

Interviews for all employees are conducted, documented and retained for 1 year.

Signed:



Managing Director

Date: 28.02.2012