

## Responsible Recruitment Policy Statement

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### ***1. Policy Statement***

- 1.1 HOPS Labour Solutions Ltd (HOPS) strive to achieve optimum results in recruitment selection to deliver ideal candidates to the suitable employment opportunities. This is achieved through candidate selection, communication and transparency.
- 1.2 The aim of HOPS Safe Recruitment Policy is to empower staff in their roles as recruiters, administration, selection, preparation and liaising with applicant, customers and any relevant stakeholders to operate safely, ethically and whilst upholding best practice and legislation. This encompasses the UK and overseas operations.
- 1.3 Adherence to this policy covers employers, registration of workers and internal appointments.
- 1.4 HOPS Equal Opportunities Policy supports this policy to ensure no employee or applicant receives favourable or discriminatory treatment on the premise of any protected characteristic: race, colour, nationality, ethnic origin, sex, gender, pregnancy or maternity, marital status, disability, religion, political belief, socio-economic background, parental status, trade union membership, sexual orientation, gender identity, working hours status or age.

### ***2. Scope of Policy***

- 2.1 This policy encompasses all HOPS staff (including volunteers) and agencies acting on behalf of HOPS in the UK and overseas.

2.2 This policy is not included in any HOPS contracts: employees, employers, applicants or agents, and as such HOPS reserves the right to amend the policy at any time.

### ***3. Responsibility for implementation of the policy***

3.1 HOPS Directors and Senior Management Team have overall responsibility for the implementation of this policy.

3.2 HOPS Senior Management Team is responsible for monitoring and reviewing the operation of this policy and recommending changes to reduce risk to operations.

3.3 All HOPS staff including agents are required to familiarise themselves with, and understand this policy, its requirements, implementation and any related processes and procedures. Training and guidance will be provided for staff as part of compliance and dependent upon responsibilities.

3.4 Questions related to use and implementation of this policy should be directed at the Operations Director.

3.5 HOPS Recruitment Manager holds responsibility for allocating vacancies and confirmation of recruitment requirements. If relevant the Recruitment Manager will liaise with the relevant HR Team to confirm a new Job Description and Person Specification.

### ***4. HOPS Internal Recruitment***

4.1 HOPS Directors with the relevant department manager outline and confirm the recruitment plan including, budgets, marketing, timeframes, interview process, assessment and selection.

4.2 HOPS Director will be responsible for advertising and short listing applicants CV's through fair and appropriate assessment. The Operations Director will contact all applicants to inform them if they have been invited for an interview or not.

4.3 HOPS Directors will formalise relevant competency based questions and agree short listing methods, including any relevant tests.

4.4 HOPS Operations Director will be present in all interview panels which must consist of a minimum of two relevant members of staff.

4.5 The interview will be appropriate to the role advertised and will be to ascertain the applicants ability to carry out their role. Employment history, gaps in employment, verifying checks on legal requirements for the post holder e.g. drivers licence, qualifications etc.

Questions will not include applicant's personal circumstances or questions prohibited in accordance with the Equality Act 2010. Questions can include reason for application, interests and/or hobbies.

4.6 The relevant manager and Operations Director shall complete the interview paperwork and short listing matrix, retaining copies for record keeping and assessment of the recruitment process.

4.7 If an appointment is made, the Operations Director or relevant department manager shall verbally offer the candidate and inform the Board of Directors if the post is accepted. The relevant department manager shall draft and the Operations Director will confirm the offer letter. References will be checked by the Operations Director and the relevant department manager will send the final letter to the applicant. The relevant department manager will confirm a start date with the applicant which will be clarified in the offer letter.

### ***5. Permanent Placements (Client Recruitment)***

5.1 Prior to commencing the recruitment process, HOPS recruitment staff must confirm the details of the role with the Client. Obtaining a completed job details sheet and candidate requirements, or a full Job Description and Person Specification.

5.2 Prior to placing adverts or conducting any form of search, HOPS recruitment staff must confirm the Terms of Business with the client, including the agreement of applicable rates, invoicing period and rebate periods. HOPS are not permitted to send any candidates to the client without prior agreement and signature (or emailed agreement) of the Terms of Business.

### ***6. Advertising (General)***

6.1 All advertising must be carried out in accordance with ASA & CAP advertising standards.

6.2 All adverts must be approved by the relevant manager or client prior to being hosted. False advertising, or misleading advertising, is not permitted.

6.3 All adverts must contain –HOPS logo or name as the advertiser of the role, the standard disclaimer at the bottom of the advert, and the type of work –e.g. permanent, temporary, fixed term. Client names are not required in any advert.

6.4 If the rate of pay is included within the advert, the advert must also contain –the nature of the work, the general location of the work, the minimum level of experience /

qualifications required. If the pay rate is variable, the level of experience / qualifications required to get the top rate of pay must be detailed.

6.5 If the advert is advertised outside of the UK, the advert must also be advertised within the UK, either at the same time, or 28 days before or after the advert is hosted outside of the UK. It is illegal to advertise exclusively abroad. All adverts written in another language to English must also contain an English translation –either with that advert, directly before or after, or advertised at the same time as that advert. It is advisable to advertise all roles in English on [www.hopsls.com](http://www.hopsls.com) at the same time as advertising elsewhere in other languages to ensure all requirements are met.

6.6 All adverts must contain the standard disclaimer.

6.7 All advertising must follow this standard process:

- Obtain written authority to recruit –from the client or manager, write advert (in line with advertising standards), post the advert (website, social media, job boards, other)
- Select / shortlist candidates using short listing criteria

## ***7. Local Worker Recruitment***

7.1 Upon completion of short listing (in accordance with agreed criteria) of a pool of suitable candidates, the registration process can commence. All registration must take place within a secure location, with an authorised HOPS agent or member of staff.

7.2 Essential information can be taken over the phone, ideally full registration should take place physically with the candidate; alternatively where feasible the candidate should be interviewed via video call. This is to ensure the interview process is completed, and right to work checks can also be completed.

7.3 The Application Pack must be printed and made available to the worker for completion.

7.4 The Application Pack must be completed in full by the worker. No one is permitted to complete the registration pack on behalf of the worker, although HOPS staff or agents may help the worker if they are having difficulty.

7.5 All workers must complete the full Application Pack, including being issued a copy of their Contract for Services (in their native language if required) and a copy of the Worker Handbook (again in their native language if required).

7.6 All HOPS staff/agents must complete the interview evaluation form (HO19072 and enquire if they have paid any charges) and the checklist to ensure all parts of the registration pack have been completed.

- All coordinators must carry out a right to work check; including taking copies and signing the copy to confirm it is a genuine copy.
- Registration, right to work checks and inductions are only permitted to be carried out by competent HOPS staff/agents.

7.7 The completed Application Pack must be retained on the workers file, with a signed English copy of the Contract for Services, copies of ID and any other relevant supporting documents.

7.8 Other documentation to be completed includes:

- All client specific documentation must also be completed, including any applicable English or colour testing,
- If the worker does not have their own bank account, and is not going to be opening one prior to be getting paid, the worker has the option to take out a PFS account. Any worker who wishes to take out a PFS account must sign the PFS agreement, which must be retained on the workers' file.
- All workers must have their bank cards returned and not withheld.

7.9 The worker must be issued with the relevant Farm Information, according to the placement to be undertaken. This can be issued to the worker at registration, or provided via email within 3 working days of the worker accepting a placement.

## ***8. International Worker Recruitment***

8.1 Recruitment must be carried out directly, via a job fair, or through telephone, email or authorised social media.

8.2 All adverts placed for overseas recruitment must also be placed in the UK, in accordance with the advertising standards as detailed above.

8.3 All recruitment must be carried out by HOPS staff/agents. If another person proposes that a friend wishes to come to the UK for work, the HOPS staff/agents must contact that applicant directly.

8.4 If a recruitment event checks must be carried out to ensure the relevant legislation in the applicable country is adhered to.

- All applicants must be interviewed at the recruitment event, and personal details collected, including details about how they found out about HOPS, and any charges they may have paid at any point, and the Candidate Interview Evaluation Form must be completed for each applicant.
- All applicants must watch the HOPS Presentation, to provide them with full details about working in the UK.
- All applicants must be provided with written details about the job they are interested in, and accommodation provided. This documentation must be prepared prior to the recruitment event.
- In the instance that a worker is suspected of having [paid work finding fees, or any other “red flag” is suspected, the HO19077 Modern Slavery Record Form must be completed, and the issue escalated to an appropriate member of the management team.

8.5 Overseas recruitment may also be carried out by telephone. All applicants must be contacted by telephone, and the Candidate Interview Evaluation Form completed.

- Following the telephone interview, the applicant must be emailed to provide them with details of the job they are interested in.
- In the instance that a worker is suspected of having [paid work finding fees, or any other “red flag” is suspected, the HO19077 Modern Slavery Record Form must be completed, and the issue escalated to an appropriate member of the management team.

8.6 Social media is a useful tool for communicating with applicants for work. Only authorised HOPS pages and HOPS authorised agents pages (Twitter, LinkedIn, Facebook & Instagram) are permitted for use to communicate with applicants as part of the recruitment process

8.7 International recruitment is only to be conducted by HOPs approved agents.

8.8 All staff members responsible for recruiting workers will undergo training on the following:

- Recruiting safely
- Modern slavery
- Preventing worker exploitation
- Anti-bribery
- Spotting risks and raising alerts
- Ethical supply chains
- Legislation

8.9 Recruitment activity is overseen by management and subject to internal auditing.

8.10 All recruitment will be carried out in accordance with HOPS policies and procedures, in line with the Gangmasters' Licencing standards, legislation, Stronger Together, FPC standards and ALP guidance.

8.11 Any labour requests that do not adhere to the requirements of this policy will not be filled and will be escalated for investigation and client liaison. This includes breaches of legal, ethical and discriminatory legislation e.g. equal rights or disability discrimination.

## ***9.0 Policy Review***

9.1 This policy will be reviewed annually, or as required, to ensure legal standards are adhered to and best practice is upheld.