

## **Ethical Recruitment**

### **Professional Conduct**

- Sir Robert McAlpine's resourcing team act with the highest standards of integrity, honesty, diligence and demonstrate appropriate behaviour when recruiting staff.
- Sir Robert McAlpine's resourcing team conduct their business in a manner that enhances the operation, image and reputation of the family business.
- The internal resourcing team will not act in any way that would bring Sir Robert McAlpine into disrepute.

### **Compliance with Laws**

- Internal resourcing staff comply with all relevant legislation, statutory and non-statutory requirements and official guidance set out by law and all associated governing bodies within recruitment.

### **Inclusion**

- Internal resourcing staff respect our intent to provide an environment that is inclusive of all individuals and will not unfairly discriminate against people.
- Sir Robert McAlpine has working practices that safeguard against any unlawful or unethical discrimination.
- Views about a person's religion, race, gender reassignment, identity, sex and sexual orientation, age, disability, marital status or any other factors, do not affect how Sir Robert McAlpine will recruit for new talent.
- All candidates will be treated with dignity and respect, and we provide equal employment opportunities, based on qualifications, experience and capability.

### **Recruitment**

- Our fully documented recruitment process, from vacancy approval through to offer stage, can be audited at any stage of the process through the applicant tracking system.
- We observe consistently high standard of integrity, diverse gender-neutral language in all advertising and marketing of roles.
- All candidates are provided with full details of the job and conditions of employment in accordance with requirements of current legislation.
- Full understanding of the candidate's experiences and qualifications as appropriate to the role, or as may be required by law. These are recorded electronically for audit purposes.
- Sir Robert McAlpine will only appoint the best qualified candidate to fill the position through the official recruitment process.
- The internal recruitment team will endeavour to keep candidates informed of the outcome of their application in a timely manner, this is measured by our time to hire.
- All "white & blue" contractors are managed through our managed service provider and strict guidelines such as prompt and accurate payment and the modern slavery act are fully adhered to.
- All recruitment activity within Sir Robert McAlpine is managed through our electronic resourcing portal for both consistency and to enable compliance with all legal requirements.
- The current resourcing supply chain are fully vetted and work in accordance to terms of business directed by Sir Robert McAlpine, which includes all legal and ethical requirements.

### **Training and Development**

- All internal resourcing staff continually develop their professional knowledge and competence through internal and external training and continually have quarterly and annual reviews through our BIP (Building Individual Performance) process.

### **Confidentiality**

- Sir Robert McAlpine respects the confidentiality of candidates and never discloses confidential information without consent, unless required to do so by the law.
- Sir Robert McAlpine is committed to protecting candidates' privacy and will be ensuring that any personal information is handled properly under GDPR and that the information provided by candidates will be used for recruitment processes only. Candidates may request that information provided be amended at any time. Sir Robert McAlpine shall delete personal information on request from candidates, unless it is required to retain information by law. All information regarding the candidate is held within our applicant tracking system, is fully auditable at any point, and will be retained in accordance with our GDPR policy.