

ETHICAL RECRUITMENT STATEMENT

1 Professional Conduct

Sir Robert McAlpine Ltd's resourcing team recruits with integrity, honesty, diligence and professionalism, acting in a way that reflects our values, supports a fair, respectful and consistent candidate experience.

We protect the operation and reputation of our family business, and the trust placed in us by candidates, colleagues and communities, by following clear recruitment processes, applying fair and consistent decision-making, maintaining confidentiality, and managing any actual or potential conflicts of interest appropriately.

Legal Compliance

Our Resourcing team complies with all relevant recruitment legislation, statutory requirements, official guidance and recognised good practice.

Inclusion

We are committed to providing an inclusive recruitment process where every candidate is treated with dignity and respect. Our recruitment practices are designed to prevent unlawful or unethical discrimination. Recruitment decisions are based solely on the requirements of the role and are not influenced by religion or belief, race, gender reassignment, gender identity, sex, sexual orientation, age, disability, marriage or civil partnership, or any other irrelevant factor.

We provide equal employment opportunities and assess candidates against the qualifications, experience, capability and requirements relevant to the role.

We aim to make our recruitment process accessible and will consider reasonable adjustments to support candidates throughout the process.

Recruitment

- We undertake relevant pre-employment checks, including right to work checks, in line with legal requirements and any role-specific requirements.
- Our recruitment process is fully documented from vacancy approval to offer stage, with each step recorded in our applicant tracking system for audit purposes.
- We maintain high standards of integrity in how we advertise and promote roles, using inclusive and gender-neutral language across our recruitment materials
- Candidates are provided with clear information about the role, employment terms and conditions, in line with current legislative requirements.

- Appointments are made through our official recruitment process and are based on the candidate's skills, experience, qualifications and suitability for the role.
- We keep candidates informed about the outcome of their application wherever possible, in a clear and timely way.
- Contractors are managed through our approved managed service provider, with appropriate processes in place to support prompt and accurate payment and ensure compliance with relevant legal and ethical requirements.
- We manage recruitment activity through our applicant tracking system (ATS) wherever possible, supporting a consistent process and compliance with legal requirements. Where exceptional circumstances require recruitment activity to take place outside the portal, the same standards of approval, documentation, confidentiality and compliance will apply.
- Our resourcing supply chain is fully vetted and expected to work in accordance with Sir Robert McAlpine's terms of business, including all relevant legal, ethical and confidentiality requirements.

Training and Development

Our resourcing team develops its professional knowledge and competence through internal and external training, supported by mid-year and end-of-year performance reviews.

Confidentiality

We respect candidate confidentiality and do not disclose confidential information without consent, unless required by law

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We are committed to protecting candidate privacy and handling personal information in line with UK GDPR and applicable data protection requirements. Candidate information is used only for recruitment, compliance and related administrative purposes, held securely within our applicant tracking system (ATS), and retained in accordance with our data protection policy.

All candidates can manage, update or delete their personal data through the recruitment portal. After one year on the recruitment portal, candidates will receive an email reminder and can choose to retain or delete their details. Records are managed in line with data protection requirements.

Statement Review

We review our recruitment practices annually to ensure they remain fair, inclusive, compliant and aligned with our values. Feedback, legal developments and changes in good practice are considered as part of this annual review, helping us maintain a positive and consistent candidate experience.