

# POLICY

## RECRUITMENT

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<b>Authored By:</b>	Jamie Tikaani	<b>Owner:</b>	The Directors Team

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# Introduction

At Kent Dog Walker, we are committed to fair and inclusive hiring practices that align with our core values of Safety, Reliability, and Trust. This Recruitment Policy is designed to ensure we meet this commitment during the entire recruitment process.

# Scope

This policy applies to all persons interested in working for Kent Dog Walker, whether applying for internally or externally.

# Inclusivity and Fairness

1. **Inclusive Recruitment:** We are an inclusive employer and encourage applications from all qualified individuals.
2. **Protected Characteristics:** Our recruitment process strictly adheres to the framework of Protected Characteristics to ensure unbiased recruitment.
3. **Diversity:** We embrace diversity throughout our company and during our recruitment processes.
4. **Internal Recruitment:** We will never advertise a role externally before approaching potential internal candidates first. This ensures people's time is not wasted.
5. **Interviewing Candidates:** When assessing candidates the same measures and metrics will be used to ensure a fair assessment is carried out of all applicants.

# Application Process

1. **Application Review:** We diligently review all applications in line with our brand ethos and values.
2. **Timeframe:** Shortlisted candidates can generally expect to hear back from us within a week.
3. **Acknowledgement:** Due to the high volume of applications, we may not be able to respond to every applicant.

# Interview and Selection

1. **Interview Standards:** All interviews are conducted in accordance with our internal Standard Operating Procedure: "Recruitment [KDW-BIZ-005]".
2. **Trial Days:** We may use trial days to determine mutual suitability for certain roles.
3. **Multi-Stage:** We often will use several stages throughout recruitment to limit the number of applicants progressing to later stages.

# Internal Recruitment

1. **Preference:** We prioritise internal recruitment and will consider suitable internal candidates before seeking external applicants.

# Requirements and Background Checks

1. Role-Dependent Requirements: Specific educational and training requirements exist and will be detailed in the job posting.
2. DBS Checks: All potential hires must provide a clear Basic DBS check, which will be checked annually.
3. References: We require references from the most recent employers.

## Probation Period

New hires will go through a six-month probationary period to ensure their suitability for the role and alignment with the company's values.

By applying for a role at Kent Dog Walker, applicants agree to the terms and conditions of this Recruitment Policy.



**Briony Towner**  
HR Director



**Jay Tikaani**  
Operations Director



**Charlie Voller**  
Marketing Director



**Jamie Tikaani**  
Finance Director