



Zenith Recruitment and Selection Policy (Including Right to Work)

Purpose

The purpose of this policy is to ensure:

- A professional and consistent approach to recruitment and selection;
- Adherence to Zenith Nurseries Equality and Diversity Policy and relevant employment legislation.
- That people are recruited on the basis of their ability

Policy Statement

- We want to constantly improve our performance as an organization. In order to make this a reality, we need to recruit from the widest possible pool of talent.
- We aim to attract and recruit people with diverse backgrounds, skills and abilities, who will enhance the quality of the service we deliver to our customers.

In order to fulfill the aims of this policy we shall:

- Ensure Managers the extent to which vacant posts could lend themselves to flexible working to attract a wider range of candidates
- Endeavour to reach traditionally under-represented groups and ensure that discrimination does not take place at either the attraction of selection phase of the process

Right to Work Policy

Purpose

The purpose of this policy is to ensure:/

- That Zenith Nurseries Limited recruits only people that are fully legally compliant with contemporary legislation.

In order to fulfill the aims of this policy we shall:

- Follow government guidelines when recruiting all staff in that we shall:
- Check for share codes of prospective staff and go through the process in the presence of the prospective employee
- Ensure we obtain only actual and not copy documents from prospective employees
- Carry out due diligence when checking that actual documents are not fakes, forgeries or have not been tampered with in any way
- Carry out due diligence by speaking to educational establishment when checking the validity of statements made on university enrollment/attendance documents