

RECRUITMENT AND SELECTION POLICY

Introduction

Henriksen Studio is committed to ensuring all employees and job applicants are treated fairly and recruited on merit. No individual shall receive less favourable treatment or be discouraged from applying on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, sex, gender reassignment, sexual orientation, age, disability, marital or civil partnership status, pregnancy, maternity, or part-time or fixed-term status.

All recruitment decisions will be based solely on objective job-related criteria. Any conditions of employment that could disadvantage a group will only be applied where objectively justified by genuine operational needs or where a genuine occupational requirement exists in accordance with the Equality Act 2010.

The purpose of this policy is to ensure the most suitable candidate is selected for each position and that existing employees are encouraged to apply for internal moves, secondments, or promotions wherever possible.

The principles

Every vacancy provides an opportunity to review the role and its relevance to current and future business needs. Before advertising, the recruiting manager must review the job description, workload, and team structure, considering whether responsibilities could be reallocated to support development or promotion opportunities for existing employees.

All candidates will be assessed objectively against the job requirements and competencies defined in the job description. Any qualification or criterion that could disadvantage a group under the Equality Act 2010 must be demonstrably necessary for the role.

Managers involved in recruitment and selection will receive appropriate guidance or training to ensure fair and consistent practice.

Applicants with a personal or family relationship to any employee will not be automatically excluded. However, potential conflicts of interest must be reviewed with a Director before shortlisting. Both applicants and panel members must disclose any such relationship. Failure to do so may be treated as a disciplinary matter.

Records of interviews and selection decisions will be created and retained in line with the Data Protection Act 2018 and UK GDPR. These records will be kept only as long as necessary (normally up to six months after the recruitment process concludes) and used solely for recruitment purposes.

All candidates must provide documentary evidence of their right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006 and Home Office right to work guidance. Checks will be completed using the official online service or approved document lists, and verified copies will be securely stored.

Henriksen Studio will make reasonable adjustments to ensure that disabled applicants are not placed at a substantial disadvantage during recruitment. This includes adapting processes, interviews, or workplace arrangements wherever reasonable to do so.

Procedure

The recruitment procedure must follow the principles outlined above and the stages below.

1. Vacancy approval

Formal approval must be obtained before any vacancy is advertised.

2. Job description and advertisement

A current job description will be prepared, detailing duties, reporting lines, skills, qualifications, experience, and competencies. Advertisements must reflect the job description and promote equality of opportunity.

3. Application management

Applications will be reviewed by the recruiting manager in line with this policy and the Equal Opportunities Policy. All candidates meeting the essential criteria will be considered objectively for shortlisting.

4. Pre-interview preparation

Candidates will receive clear information about the role, responsibilities, and interview arrangements. Interview questions will be competency-based and relevant to the job requirements.

5. Interviews

Interviews must be conducted professionally and consistently. Interview notes and scoring forms will be completed for all candidates. All records must be returned to the Office Administrator for secure storage in accordance with UK GDPR data-retention rules.

6. Assessment and testing

Where appropriate, validated occupational or technical tests may form part of the selection process. All assessments must be fair, relevant to the role, and accessible to disabled candidates with reasonable adjustments as required.

7. Candidate expenses

Interview expenses will only be reimbursed in exceptional circumstances and with prior approval from the recruiting manager.

8. Offers and approval

The recruiting manager will recommend the preferred candidate to a Director for final approval before any offer is made. No offer—verbal or written—may be issued before this discussion.

9. Pre-employment checks

All offers are conditional upon:

- Satisfactory references covering the previous three years, ideally from current or recent employers.
- Confirmation of the individual's right to work in the UK, verified using the Home Office online right to work service or approved document lists.
- The company may verify information provided in applications or CVs. Where discrepancies arise, candidates will be given the opportunity to explain before any conditional offer is withdrawn.

10. Online presence

If an applicant has included links to personal or professional online profiles, these may be reviewed only once an offer of employment is under consideration. Any checks will be proportionate, relevant to the role, and consistent with privacy expectations in line with ICO recruitment guidance.

Monitoring and Review

Henriksen Studio will monitor recruitment and selection outcomes to ensure compliance with this policy and the Equality Act 2010. Data collected will include applicant demographics, shortlisting,

and appointment statistics, reviewed periodically to identify and address any patterns of under-representation or bias.

Recruitment records will be retained securely for no longer than six months after the end of the selection process, unless a longer period is legally required. Access to this information will be restricted to those directly involved in the recruitment process.

This policy will be reviewed every two years, or sooner if legislation or company practice changes, to ensure it remains compliant and effective.

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