

## Asset International Structures

(A Division of Hill & Smith Ltd)

### Equal Opportunities Recruitment Notice

*The Company is committed to promoting equality of opportunity for all job applicants and encouraging diversity in employment. The Company aims to provide a working environment where:*

- *equal opportunities are promoted, and discriminatory practices are prohibited;*
- *all individuals are able to make the best use of their skills, free from discrimination and harassment;*  
*and*
- *in which all decisions are based on merit and sound commercial principles.*

### Introduction

The Company does not discriminate against job applicants on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy and maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**protected characteristics**).

**When recruiting new employees or offering our current employees the opportunity to apply for new positions we will aim to follow:**

1. Follow the guidelines under the Equality Act 2010
2. Not unlawfully discriminate against any persons making an application for a position
3. Select a range of candidates for interview that best fits the job specification
4. Apply good practice in making adjustments for any disabled applicant

### Recruitment and selection

The Company ensures that it has access to a wide labour market and that it secures the best employees to match its requirements.

The Company aims to ensure that no job applicant suffers discrimination because of a protected characteristic and strives to ensure that applicants are assessed fairly and on merit. The Company's recruitment procedures aim to ensure that individuals are treated on the basis of their relevant merits and abilities. In particular:

- a. Job selection criteria should be relevant to the job and not disproportionate. Shortlisting of applicants should be done by more than one person wherever possible.
- b. Job advertisements should avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying.
- c. The Company takes steps to ensure that its vacancies are advertised to a diverse labour market.

### Diversity in the workplace

The Company is committed to ensuring that its workforce is as diverse as possible, that it has access to a wide labour market and that members of the workforce are recruited on merit, regardless of age, disability, marital or civil partner status, pregnancy and maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

The Company will monitor and update this Policy regularly, at least every twelve months, to ensure that it continues to be relevant and effective.

### REVIEW:

Equal Opportunities Recruitment Notice.

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