

	RKFM LTD	POL-22 Revision-01 Issuance Date: 01-11-2021
	Recruitment and Selection Policy	Address: 102 Rookery Court, 80 Ruckholt Road, London, England, E10 5FA Landline: +44 7722 935137 Web: www.rkfmsecurity.co.uk Email: admin@rkfmsecurity.co.uk Company Registration No.:13709578

We aim to provide equal opportunities in employment, and our recruitment and selection procedures reflect that. We correctly train our HR staff or other such members of staff who have recruitment and selection responsibilities, to ensure that they avoid unlawful discrimination, both of the conscious and the unconscious varieties.

Our policy is to hire, promote, and advance employees solely on the basis of merit. All decisions related to hiring, recruitment, promotion or advancement will be made on this basis. We always check and insure that workforce sourced (internally and from agency) or in our supply chain are legally entitled to work in the United Kingdom.

From time to time, all job descriptions, if utilized, shall be reviewed and revised to make sure that they comply with our policy of equal opportunity.

When we place advertisements for job vacancies, we will take these issues into account, and they will be non-discriminatory in nature.

We are committed to providing fair treatment to each and every job applicant, and considering them only on the basis of their ability to carry out the essential functions of the job. All job interview questions must be of a nondiscriminatory nature, and only concern job requirements.

The Managing Director shall review this policy annually or following significant changes.

Jawaria Khalid
RKFM LTD