



Recruitment, Selection and Retention Policy

Introduction

This policy applies equally across all Supreme Group businesses (hereafter, “the Company”).

Scope

This policy aims to ensure that modern and standardised principles are applied throughout the Company’s recruitment procedure to :

- monitor best practice and developments in recruitment techniques;
- standardise selection procedures and make them more professional;
- ensure equal treatment of all candidates;
- make procedures more transparent for candidates;
- speed up the recruitment procedure.

Applying these principles will also help the Company to improve the identification and implementation of its recruitment needs.

The overall aim for the Company is to improve recruitment, encourage employees to stay and to make the most of the skills and capacity of all its employees.

Job Descriptions

The Company will ensure that job descriptions (JD) are accurately drafted to help to improve visibility and recognition of the required competence allowing potential candidates to judge to what extent they may be suitable for a vacancy.

Person Specification

The Company will ensure that Personal Specification (PS) are drafted to provide additional information on the knowledge, skills and attributes needed to allow potential candidates to judge to what extent they may be suitable for a vacancy.

Vacancy Advertising

The Company will ensure that all vacancies be advertised internally (as appropriate) prior to any public advertisement.

When placing an advertisement for a post, the Company will ensure it is clear that applications are invited from all members of the community, irrespective of sex, race and disability, and shall draw notice to the Company’s Equal Opportunities Policy (as appropriate).

Application Processing

All application, properly completed and received on or before the closing date of the post will be consider on merit. The applicant’s sex, race, age religion disability or ethnic origin will not be a factor (note, some job vacancies may be exempt from gender equality requirements due to

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specific circumstances outlined in the Equality Act 2010. These include occupational requirements, certain religious organizations, and positive action initiatives).

In the case of an applicant who confirms a disability, the Company has a responsibility to consider whether or not “reasonable adjustments” can be made in the way the job is carried out and whether adjustments can be made to the workplace or equipment.

Applications will be assessed to ensure they match the criteria of the personal specification, this will be recorded on an assessment form. Those applicants who best meet the specified criteria will be invited for further consideration.

Interview

Interviews can be conducted face to face or via an online video call.

Specific and objective criteria for the position must be agreed before the interview and questions asked designed to establish whether the candidate meets those criteria. If possible, all candidates should be asked the same or similar questions. The interview process should also be transparent, so detailed notes of the interview should be taken.

All interview related documentation must be filed on the appropriate file after the interview process is completed.

Appointment and Conditional Job Offer

Appointments should only be made, conditional on the successful candidate satisfying the appropriate level of screening and vetting for the role for which they have applied.

All relevant documentation should be passed to the HR department to commence screening and vetting checks.

Retention

All required induction training and job specific training should be delivered and signed off before any probation period has expired. Probation periods can be extended to satisfy this requirement or to satisfy any operational requirements.

Staff Development

The Company is committed to retaining employees through the provision of a supportive, safe working environment that includes opportunities for employees to learn additional skills and professionally develop.

Examples of training and development might include in-house or external training courses; on-the-job training; shadowing a post; visiting a centre of excellence; reading around a subject; joining a working party or special project group; gaining experience in other functions; coaching other people; etc. Training may be facilitated by the Company, a client or both.

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SG-0021	SG-HR-0021	5-Jan-2026	5-Jan-2027



Policy Review

This policy will be reviewed at least annually or sooner in the event of legislative or regulatory changes. All amendments will be communicated throughout the Company.

Signed By: ***Muhammad Khan***

CEO of SUPREME FACILITIES LTD

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