



## MLG – Recruitment Procedure

### Recruitment

The Michael Lonsdale Group inclusive of ( Michael Lonsdale Ltd, Michael J Lonsdale Ltd, Michael Lonsdale (Electrical) Ltd and E7 Building Services Ltd) recruitment process reflects best practice and the process and what is expected will be communicated at the outset. Every individual appointed to a position within the Company is selected on merit through fair and open competition. Our aim is to bring people into the Company that will assist in our growth and development; whilst we encourage personal growth and responsibility.

Our commitment is that:

- applicants must be given equal and reasonable access to adequate information about the job and its requirements including the selection process;
- applicants must be considered equally on merit at each stage of the process;
- selection decisions must be based on relevant criteria applied consistently to all candidates,
- selection techniques must be reliable and guard against bias or discrimination.

To fulfil our commitment and apply the principles effectively, the Company must ensure that:

- Job opportunities are widely known about and publicised;
- Adjustments are made in line with our equality and diversity policy;
- Selection is fair and objective at each stage;
- Those appointed have the necessary skills and aptitudes for the job;
- The best candidate for the job is chosen, subject to the principle of reasonable adjustment for candidates with disabilities, and;
- It can be shown that the recruitment principles have been applied.

Where you are not successful in a recruitment process, we will endeavour to provide you with feedback on your performance to consider for future opportunities.

Name: Gary Herbert

For and on behalf of the Michael J Lonsdale Group Board of Directors (Michael J Lonsdale Limited/ Michael J Lonsdale (Electrical) Limited, E7 Building Services Limited)

A handwritten signature in black ink, appearing to read "Gary Herbert", is written over a faint, larger version of the same signature.

Signature:

Date: 25/09/2020