

QBD.12 Recruitment & Selection Policy – Issue 2026

1. Purpose

Rayan Facilities Management Ltd is committed to fair, transparent and effective recruitment and selection processes that ensure we attract competent, qualified and suitable employees. All recruitment decisions will be made based on merit, capability and alignment with the requirements of the job.

2. Scope

This policy applies to all recruitment and selection activities undertaken by Rayan Facilities Management Ltd, including permanent, temporary, casual, mobile, cleaning, security and support roles.

3. Responsibilities

Managing Director:

- Holds overall responsibility for ensuring recruitment processes are fair, lawful and compliant.
- Approves final offers for key roles when required.

Managers / Hiring Managers:

- Identify staffing needs and define role requirements.
- Ensure job descriptions and person specifications are accurate and up-to-date.
- Conduct fair shortlisting and interviewing processes.
- Provide all necessary documentation for vetting and onboarding.

HR & Vetting Team:

- Manage job advertising and candidate screening.
- Conduct Right to Work checks in line with Home Office guidance.
- Ensure data is managed in compliance with UK GDPR.
- Ensure all recruitment activity complies with the Equality Act 2010.
- Carry out identity, employment history, address history, criminal record and SIA licence checks where applicable.
- Maintain secure records in line with data protection legislation.

Employees:

- Participate in recruitment processes fairly and professionally.
- Avoid any discriminatory behaviour or language.

4. Recruitment Principles

- 1) Provide equal opportunities in recruitment and employment.
- 2) Make decisions based on ability, competence and suitability for the role.
- 3) Ensure no applicant is treated less favourably on protected characteristics.
- 4) Ensure all adverts and interview questions are non-discriminatory.
- 5) Protect applicant data under UK GDPR / Data Protection Act 2018.

5. Recruitment Process

5.1 Job Description & Person Specification

- Must accurately reflect essential skills and competencies.
- Must not contain discriminatory criteria.

5.2 Advertising

- Vacancies will be advertised fairly and inclusively.
- Adverts must reflect true job requirements.

5.3 Application & Shortlisting

- Applicants assessed only against essential criteria.
- Consistent shortlisting methods must be used.

5.4 Interviewing

- Questions must be pre-agreed, job-related and non-discriminatory.
- Interview scoring must be consistent and documented.

5.5 Conditional Offers

All offers are subject to:

- Right to Work checks
- Reference checks
- Screening and vetting (BS 7858 for security roles)
- SIA licence verification (if applicable)
- Completion of mandatory training

5.6 Screening & Vetting (Security Roles)

- Identity verification
- Five-year employment history
- Criminal record checks
- SIA licence validity
- Character references

5.7 Data Protection

All recruitment records stored securely and retained only as required.

6. Onboarding & Induction

- Role-specific induction
- Health & Safety information and training
- Environmental awareness (ISO 14001)
- Site-specific instructions

7. Review & Monitoring

- Recruitment processes monitored for fairness and consistency.
- Records periodically audited for compliance.
- Policy reviewed annually.

8. Compliance

Non-compliance may result in disciplinary action.

Signed:

Siobhan Hamill
Managing Director

10/03/2026



RAYAN
FACILITIES MANAGEMENT LTD