



Aquatic Control Engineering

Recruitment Policy

Date Reviewed: 04/09/2023

Next Scheduled Review: 04/09/2024

Aquatic Control Engineering aim to appoint the right person to the right role in a timely manner for both the individual and ACE.

Aquatic Control Engineering will follow a fair process throughout the whole recruitment timeline; when advertising, interviewing and deciding on new employees, in line with Discrimination and Data Protection laws.

Upon deciding internally to engage with recruitment methods, it is the HR Manager's responsibility with the line manager and Managing Director, to ensure the correct role is identified and correct job specification and criteria is written the following will be explained:

- Scope of role
- Main purpose of the role
- Main tasks the role will entail
- Person specification including: Skills and knowledge, experience, personal qualities
- Outline the ACE INSPIRES values

If a job application form is used, the company will obtain personal data of individuals therefore the HR Manager is responsible for ensuring this data is handled in line with the company's General Data Protection Regulation.

ACE is an equal opportunities employer and the Company will also ensure Equality and Diversity monitoring where relevant, when asking specific questions relating to race, nationality, ethnic group, religion or belief, sex or sexual orientation during the full recruitment process.

If the company uses head hunters or agencies, it is the HR and Quality Compliance Managers role to ensure the specific company is acting in line of employment law, GDPR, Medical records confidentiality, Right to work checks and ensure there are terms of business agreed and signed.

1.1 Recruitment Methods

Aquatic Control Engineering use internal and external recruitment processes however, do not use Agency staffing.

ACE provide equal opportunities for all applicants throughout the recruitment process from start to finish and ensure that all applicants are eligible to work in the UK.

Recruitment has the following stages:

Stage 1: Informal telephone interview

Stage 2: Formal Interview with specific job specification questions at ACE HQ

Stage 3: Final interview with potential strategic presentation; opportunity to meet with Managing Director and / or Senior Management Team members

Internally Aquatic Control Engineering offer the Employee Referral Scheme should any employee recommend us to the individual and vice versa. Please see Employee Referral Policy introduced in 2019.

The Company adheres to the ACAS Code of Practice to Recruiting Staff Guide. Please ask the HR Manager for further information.

The Right to work in the UK

The Company shall ensure they check whether a job applicant is entitled to work in the UK before Offer of Employment is given. An Employer can be fined up to £20,000 per employee without the right to be employed in the UK.

The Company adheres to Gov.UK - Checking if someone can work in the UK and ACAS - An Employers guide to right to work checks.

1.2 Offer of Employment

Upon a successful interview, the candidate will be written to in a formal offer of employment letter outlining the following:

- Names of the employer and employee
- Date employment commences
- If the job counts towards a period of continuous employment and the period date started
- Job location
- Salary; weekly, monthly etc
- Working hours
- Holiday entitlement
- Job title
- Details of any collective agreement that directly affects the employees conditions of employment

The Written Offer letter must also outline if the job is a fixed term, temporary or permanent and if there are any probation periods in place.

The Managing Director and HR Manager will also identify how long the offer is open for and when they are to make a decision by. This date will be carefully determined upon start date, how long their notice period may be and potential personal circumstances.

1.3 Contract of Employment

In line with the formal written Offer of Employment letter the company shall outline the Contract of Employment.

The Contract of Employment shall include:

- The employers procedures, policies and documents referred to in the written statement – for example working hours or disciplinary procedures
- Employment laws such as those relating to annual leave and unfair dismissal
- Any probationary periods and procedures to this
- Rules too obvious to be included in the written statement, for example that an employee will not steal from their employer

The Employer will ensure the new recruit receives all terms and conditions in order to allow opportunity before commencing to raise any queries and avoid any disagreements prior to commencing employment.

All Contracts of Employment must be signed, one copy is to be issued to the new employee and one kept in a confidential personal file on behalf of the Company. The Managing Director will sign all Contracts of Employment.

1.4 Welcome Pack to Aquatic Control Engineering

The Company will provide a welcome, new starter information pack sent in the post or via email to the new recruit. This welcome pack will include the following information:

- ACE New Starter Employee Form
- HMRC P46
- HMRC New Starter Checklist
- ACE Medical Questionnaire
- Epayslips information
- Pension details letter outlining Auto Enrolment and Opt Out forms

The welcome letter will also outline what to bring on day 1, where to arrive and the planned working week in line with the Employee Onboarding process.

All Information will be issued to the payroll advisor and external accounts assistant, Fiona Simpson for enrolling onto Sage and Aquatic Control Engineering employment systems.

In line with the 2018 revised Pensions Regulation and Pensions Act 2008, all new employees will be automatically enrolled with the company's Pensions provider; AEGON.

The Welcome pack will include further information on opting out and the pension providers scheme.

The Company ensure it's Recruitment and Enrollment into the company is in line with Equality, Diversity, GDPR Act 2018, Pensions Act 2008 and all Employment Law regulations according to ACAS.

External Recruitment methods

ACE engages with specific recruitment agencies and consultants with expertise in areas of the role recruiting for.

All recruitment agencies must agree to ACE's terms of business and be reviewed annually.

ACE ensure all external recruiters are approved according to the ACE Quality policy and approved supplier process, whilst also ensuring they recruit in the correct process, eliminating any discrimination and promoting equal opportunities.

Signed:



Stephen Randall
Managing Director