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## Recruitment & Selection Policy

### Policy Statement

Ascent Fire recognises that its employees are fundamental to the success and growth of the organisation. We are committed to attracting, selecting, and retaining competent individuals who possess the appropriate skills, experience, and behaviours to support continual improvement and business performance.

Our recruitment and selection processes are designed to be fair, transparent, and merit-based, ensuring we appoint the most suitable candidates while promoting equality, diversity, and inclusion.

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### Objectives

The objectives of this policy are to:

- Clearly define vacancy requirements, including roles, responsibilities, and working arrangements.
- Use appropriate and effective recruitment methods tailored to the needs of the organisation.
- Attract a diverse and suitably qualified pool of candidates.
- Ensure recruitment activities are carried out efficiently and within appropriate timescales.
- Provide candidates with clear and accurate information about roles and expectations.
- Assess candidates consistently to ensure competence, suitability, and potential for development.
- Select individuals who are most likely to perform effectively and contribute to organisational success.
- Provide hiring managers with appropriate guidance and support to make informed decisions.
- Ensure compliance with all relevant legal and regulatory requirements, including equality and employment legislation.
- Promote Ascent Fire as a professional, inclusive, and desirable place to work.

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### Principles

All recruitment and selection activities will adhere to the following principles:

- Processes will be appropriate to the role and proportionate to its requirements.
- Selection decisions will be objective, evidence-based, and made on merit.
- Equal opportunities will be provided, and discrimination will not be tolerated.
- Recruitment processes will be inclusive and accessible to all applicants.
- Activities will be conducted in a cost-effective and timely manner.
- Recruitment will be carried out by competent personnel with appropriate training and authority.
- All statutory and regulatory requirements will be fully met.
- Pre-employment checks, including references and other relevant screening, will be undertaken where appropriate.

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## Competence and Continual Improvement

Ascent Fire ensures that recruitment supports the organisation's competence requirements by aligning hiring decisions with business needs, training plans, and long-term development objectives. Recruitment processes are regularly reviewed to ensure effectiveness, fairness, and alignment with best practice and applicable standards.

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## Monitoring and Review

This policy will be periodically reviewed to ensure it remains relevant, effective, and compliant with current legislation and organisational requirements.

**Signature:** *Brian Pickering*  
**Position:** Director  
**Date:** 01/04/2026  
**Review Date:** 31/03/2027