Ref	PL/016
Version	5

Recruitment and Induction Policy

This document sets out the company recruitment and induction policy. The policy applies to the selection, recruitment, and induction of all employees and others under its control including sub-contractors and self-employed personnel.

The company recognises the wide-ranging and damaging socio-economics effects on illegal working in the UK, and recognises its legal duties to prevent such illegal working. The company will ensure it is compliant with the Immigration, Asylum and Nationality Act 2006 by ensuring that potential employees have the right to work in the United Kingdom.

All new posts must be authorised by the Managing Director, or other functional Director prior to advertising. The appropriate advertising media will be selected dependent upon the type of vacancy. The company may utilise the services of recruitment agencies and suppliers of contingent labour.

The safety-critical status of the vacancy will be determined prior to advertising and recruitment. In all cases, competency requirements for the role, and that of the candidates will be assessed to ensure competent staff are employed to carry out duties in a safe and efficient manner. The company will ensure that candidates have sufficient command of the English language to enable them to work safely, particularly when deploying employees on protection activities in Rail projects.

All new employees shall be subject to the relevant pre-employment screening processes commensurate with the role into which they will be employed. Where development and mentoring needs are identified, these shall be devised following acceptance of employment.

All inductees will follow a documented initial induction and records will be maintained. Training, development, and mentoring plans as required will be developed and implemented.

Signed
Richard Lowe
Managing Director
Dated 01/11/2026