



## Recruitment & Selection Policy

### 1. Purpose

- 1.1 Recruiting and selecting suitable employees who exhibit the necessary level of skills and ability is integral to the success of ID Systems UK Ltd (IDS).
- 1.2 This Policy aims to provide guidance and assistance to all managers and supervisors who are involved in recruitment, selection and promotion of employees at IDS and prospective new external candidates. It outlines the principals and procedures that are to be followed in the recruitment and selection process. This Policy is designed to ensure that recruitment standards are consistent, appropriate and free from discrimination or bias.

### 2. Commencement of Policy

- 2.1 This Policy will commence from January 2018.

### 3. Application of the Policy

- 3.1 This Policy applies to employees of IDS and prospective new external candidates.
- 3.2 This Policy does not form part of any employee's contract of employment.

### 4. Merit Principal Applies

- 4.1 When recruiting new staff and promoting existing staff, IDS aims to ensure that the best person for the job is chosen in each case.
- 4.2 IDS is Committed to ensuring that recruitment and selection decisions are based on the principal of merit. This means that persons will be selected on the basis of whether they have the right skills, qualifications and other talents that are required to do the job.
- 4.3 To ensure fair and reasonable selection of candidate's appointment decisions must not be based on relevant factors, such as a person's sex, race, disability, age, sexual orientation etc., personal biases or favoritism.
- 4.4 Each workplace-decision-maker who has a role in the recruitment of employees or in selection for promotion should do their utmost to ensure that the merit principal is applied in every case.

### 5. The Process of Internal Recruitment & Selection

- 5.1 All positions that become vacant at IDS should be advertised internally via email, app noticeboard and or word of mouth. Current employees are encouraged to apply. Promotion decisions will be made on the basis of merit.
- 5.2 Current employees are encouraged to apply for suitable positions as they arise. Each application will be assessed on its merits, based on the essential and desired criteria.
- 5.3 Prospective employees will be subjectively vetted on their submitted CV, where, if successful at this stage, will be invited to be interviewed by the relevant person / persons. An impartial review of those candidates interviewed will then be conducted with the optimal person being selected for the new or replacement position.

### 6. The Process of External Recruitment & Selection

- 6.1 Should it be identified that a particular available position cannot be filled by internal personnel, then steps will be made to seek this resource externally.
- 6.2 External employment is sought through our inhouse recruitment agency (Aqua-Tec) and through recommendations from IDS staff (refer a friend incentive). CV's can be submitted to [cv@idsystemsuk.co.uk](mailto:cv@idsystemsuk.co.uk) for external candidates.
- 6.3 Once CV's have been received, they will be reviewed by the relevant parties posting the vacancy and subjectively short listed to the most suitable candidates for the position.
- 6.4 Those short listed will then be informed and a suitable venue / date / time arranged by both parties.
- 6.5 IDS will then ensure that the optimal staff members will conduct the interview and tailor their questions to the prospective role.

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6.6 The IDS team will then impartially assess all selected candidates and make a decision on the optimal person for that role who will then be contacted accordingly.

**7. Equal Employment Opportunity**

7.1 IDS is an equal employment opportunity employer and is committed to ensuring that all applicants for selection or promotion are not discriminated against on any of the grounds of discrimination contained in our Equal Opportunities Policy.

7.2 This means that no unlawful discrimination should take place in job advertisement, job interviews or the selection process.



Iain Doherty  
Managing Director

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