

## **Introduction**

The purpose of this policy is to ensure that the Albany Theatre Trust employs and promotes the most appropriate employee and/or job applicant in a fair and consistent manner free from discrimination.

This policy must be read and applied in line with the Trust's Equal Opportunities Statement.

This policy covers all current employees and applicants for employment with the Trust including those for a temporary, fixed term or permanent position. The policy will cover all internal and external recruitment and remains available to all employees.

The Albany Theatre Trust is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees, or promoted employees.

The Trust will monitor the composition of its workforce in order to identify areas that may need positive action measures to promote equal opportunity and diversity.

## **Process**

### **Advertising**

Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Details of positions will be fully circulated so as to ensure access to all applicants. This includes forwarding any internal advertisements to employees on long-term leave including maternity leave, paternity, and parental leave.

All advertisements will carry the statement "This Trust is an equal opportunities employer".

### **Application Forms**

Any application forms used during the recruitment process will contain only relevant questions needed for selection.

### **Screening**

Screening will be carried out by matching details of applicants to the requirements of the job. The screening criteria will be applied consistently to all applicants. Records of the screening process will be retained for a period of six months.

**Testing**

If it is necessary to use selection tests for a role, they will only relate to non-biased, genuine requirements of the job. Records of any testing undertaken will be retained for a period of six months.

**Interviewing**

The interviewing process will be carried out in the following way:

- no assumptions will be made on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation,
- questions will relate to the requirements of the job as set out in the job description and person specification,
- applicants will be assessed at the end of interviewing against pre-defined criteria,
- interviewers will complete an interview assessment form for each candidate,
- records of the interview process will be retained for a period of six months, including questions asked, answers given, any interview notes and interview assessment forms for all candidates.

**Promotion**

All employees will be made aware of the promotional and career opportunities available to them. Training and job experience needed for promotional opportunities will be available to all employees. Promotion will be determined by merit and performance against objective criteria.

Unsuccessful internal candidates will be given feedback to facilitate improvement.

No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

**Training**

All relevant staff, including those on fixed term and part time contracts, will have equal access to training opportunities.

**Disabilities**

As set out in the Equality Act 2010, additional support will be provided to disabled applicants to ensure they are not subject to unlawful or less favourable treatment during the recruitment and selection process. Reasonable adjustments must be made to remove any barriers the applicant faces during the process.

Where the applicant has indicated they need reasonable adjustments making to the recruitment and selection process, this must be discussed with the hiring manager.

**References**

All external candidates will be required to provide two satisfactory references prior to appointment. References must not be contacted without the permission of the candidate to whom they relate.

**Right To Work In The UK**

The Trust will only employ workers who are legally entitled to work in the United Kingdom. All applicants will be required to provide the Trust with appropriate documentation or an online right to work check share code, wherever possible, to prove their eligibility to work in the UK.

**Records**

The Trust will retain all records arising through the recruitment process for the period of six months.

**Volunteers**

This policy and the Equal Opportunities Policy apply to volunteers in the same way as they do employees, and we endeavour to ensure that all volunteers are treated fairly.

**Concerns With The Recruitment Process**

Any employee who is concerned with this recruitment and selection policy or with its operation within the Trust should follow the normal grievance policy and procedure.

*Last reviewed 28.9.23*

*Next review 28.9.24*