



Responsible Recruitment Policy

Introduction

This document sets out the responsibilities of those who work for our approved partners and us regarding observing and upholding our recruitment policy across all recruitment areas within our business.

It also serves as a source of information and guidance for Fruitful Jobs Ltd employees, helping ensure effective recruitment across the business.

Policy Commitments

Fruitful Jobs Ltd recognises that effective recruitment practices are fundamental to its success. A good selection will deliver better client service, improve workforce morale, reduce staff turnover, and lower absenteeism rates.

The policy is designed to ensure that all staff and approved partners involved in the recruitment, interviewing, selection, and appointment of workers and employees have a framework that ensures compliant, safe, ethical, and effective methods, adhering to best practice and legislation at all times.

No recruitment charges will be made to applicants by Fruitful Jobs or any of its partners.

Scope

This policy applies to all Fruitful Jobs branches in the UK and Overseas. It includes directors, senior managers, managers, employees, volunteers (collectively referred to as staff in the policy), and all approved partners.

The policy covers the recruitment of:

- Workers (both local and overseas).
- Permanent placements for a client.
- Internal recruitment.

The policy does not form part of the employment contract for employees.

Implementation of the policy

The Board of Directors is responsible for implementing this policy, monitoring and reviewing its implementation, and recommending changes to minimise operational risk.

Managers / Supervisors must familiarise themselves with the policy, ensuring they understand its requirements and operation. Training will be provided to employees as appropriate to their duties within the business.

All employees involved in recruitment will be trained in the following:

- Modern Slavery
- Preventing worker exploitation
- Anti-Bribery
- Ethical supply chain
- Legislation awareness
- All recruiters will sign the Fruitful Jobs recruiter compliance principles.
- All recruitment will be checked and monitored and is subject to internal auditing.



- All recruitment will be carried out in accordance with Fruitful Jobs' internal policy and in line with the GLAA licensing standard, stronger together principles, ETI Base code, legislation and regulations.

Local Worker Recruitment

Advertising for the role (s) will be carried out in accordance with the Advertising section of this policy.

Upon selection of a suitable candidate (in accordance with the agreed criteria), they should be invited to an interview.

Information can be taken over the phone, but complete registration must be done in person to ensure the interview process is completed and right-to-work checks can be carried out.

The application pack must be printed and made available for the worker to complete, or it may be completed digitally.

The application pack must be completed in full by the worker; the Fruitful Jobs recruiter may assist if the worker has difficulty. All documents must be issued to the worker during induction.

Recruiters must complete the interview assessment form (including covering if they have paid any charges). The checklist must be completed to ensure all parts of the induction have been completed.

Recruiters must conduct a right-to-work check, including obtaining colour copies and countersigning the document, in accordance with Fruitful Jobs' Eligibility to Work and ID Verification Policy.

All workers must receive an explanation of the 48-hour opt-out to ensure they understand which option is best for them.

Other documents required include:

- All client-specific documentation
- If using Fruitful Jobs transport, the transport agreement must be signed
- If the worker does not have their own bank account, they should be provided with online banking options such as Mono, Revolut and Wise.
- The worker must be issued with a Key Information Document (KID) and the relevant worker assignment schedule.
- All induction paperwork must be carried out before the worker commences an assignment.

Overseas Worker Recruitment

All overseas recruitment must be licensed (where applicable) to operate in the home country and be GLAA-licensed.

All adverts for overseas recruitment must also be placed in the UK if required by legislation, in accordance with the advertising section of this policy

Recruitment must be carried out by a Fruitful Jobs employee or by an approved partner (hereafter referred to as "the recruiter"). Where a third party is to become an approved partner, the following process must be followed:

- An active check conducted on the GLAA website
- An assessment of the registration of the business and compliance with the requirements of the source country
- Agreement that they will adhere to this policy for all recruitment
- Agreement that no work-finding fees will be charged



- An online search of feedback from applicants, specifically looking for red flags around Modern Slavery, Exploitation and low levels of candidate satisfaction.

If a worker or third party proposes that their friend or family member wishes to work in the UK, the recruiter must contact the applicant directly.

All applicants must be interviewed. Depending on the facilities available, this can be done individually or as part of a group. Details of how they found Fruitful Jobs must be recorded, as must whether they have paid any fees.

The recruiter will follow the agreed selection criteria. Any specific dexterity/hand coordination testing will be carried out.

The worker must view the generic Fruitful Jobs presentation on working in the UK, which provides full details on what to expect.

The worker must also receive a job- and employer-specific presentation, induction, or information pack, ensuring they have complete details about the employer, the work, the location, accommodation (if relevant), and all other role-specific information.

If a worker is suspected of paying a work-finding fee, the incident will be recorded and escalated to a Director.

Overseas recruitment may also be conducted by telephone or video call, as appropriate. Following any phone or video interview, the worker will be emailed all relevant documentation in relation to the specific employer/assignment.

As with face-to-face interviews, anyone suspected of having paid a work-finding fee will be escalated.

Advertising

The relevant manager or client must approve all recruitment advertisements before going live.

False or misleading advertising is not permitted.

All advertisements must include the name of Fruitful Jobs Ltd as the advertiser of the role and the type of work. The nature of the work, the general location of the work, the minimum level of experience/skills, whether a pay range is given, and the level of experience detailed must be sufficient to attain the top level of the pay range. The client's name is not required to be shown in any advert.

If the advert is displayed outside the UK, it must also be advertised in the UK if required by law, either at the same time as it is shown outside the UK, or 28 days before or after it is displayed outside the UK. It is illegal to advertise exclusively abroad. All adverts written in a language other than English must also include an English translation.

The standard process for all adverts is:

- Authorisation to recruit
- Write the advert
- Approval of the advert
- Post the advert (social media/website/job boards, etc.)
- Select / Shortlist using selection criteria.

Social media platforms are a valuable tool in recruitment and communicating with candidates about work. Only authorised Fruitful Jobs accounts may be used for recruitment or communicating with candidates.



Internal Recruitment

HR shall outline and confirm the role/recruitment required

HR shall carry out advertising and CV shortlisting, contact candidates to organise interviews, and ensure that all candidates who do not meet the selection criteria are notified accordingly.

HR shall provide the recruiting department manager with an interview pack, including competency questions, agreed assessment methods and tests.

The interview process will include the recruitment department manager and one other person (usually HR) to take notes.

The applicant's ability to perform the role will be considered, including their work history and any gaps. The legal requirements for the roles will be checked (e.g., driving license / professional qualifications). The interviewer will not ask any questions about the applicants' personal circumstances (outside the applicant's reason for applying for the role, or their hobbies or interests) or any questions prohibited in accordance with the Equality Act 2010.

The interviewer will complete the interview paperwork and provide copies to HR for internal assessment/review of the recruitment process.

If a suitable candidate is found, the interviewer/recruiting manager will verbally offer the candidate/s and will inform HR if accepted. Upon a successful offer, HR will draft an offer letter (which will include a start date). When approved, the offer letter will be sent to the candidate, and references will then be checked.

Permanent Roles (Clients)

The recruiter must confirm the role details with the client, obtaining a complete job description or a role outline and the candidate requirements.

Before advertising any role or conducting any search, the recruiter must confirm the terms of business with the client. This must include:

- Agreement of rates
- Invoicing period and rebate period (and rebate rates)

No candidate may be sent to clients without prior agreement and the terms of business signed (an emailed agreement will be accepted).

Review & Monitoring

The Board of Directors is responsible for monitoring the effectiveness of this policy and will review it annually or as required.

Monitoring of the policy will be achieved through the following KPI's

- Worker Satisfaction with the recruitment process (target 90%)
- Number of complaints received during the recruitment process (target less than 1% of applicants)
- Monitoring will be conducted through worker surveys and worker welfare interviews.

I have read, understood and commit to complying with all aspects of this policy.