

LAND RECOVERY

RECRUITMENT AND RETENTION POLICY

Introduction

Land Recovery Ltd and Land Recovery Rail Ltd (from herein all references to Land Recovery Ltd also apply to Land Recovery Rail Ltd) will take all measures as far as is reasonably practicable to ensure that all staff are aware of the requirements of recruiting and retaining new and existing employees.

Purpose

Land Recovery Ltd have a policy to actively attract and retain staff across all areas of the business including drivers, operators and commercial staff. This will help promote transport, logistics and rail operations as a profession of choice. It is committed to provide appropriate staffing in all departments, in line with business requirements. Effective recruitment is crucial to the successful functioning of the business and requires identifying people with the necessary skills, expertise and qualifications to properly meet the company's strategic objectives and to uphold our Company values. Our recruitment process will be fair, consistent, professional and non-discriminatory to both internal and external candidates. This process will conform to all statutory regulations and agreed best practice.

We will, wherever possible, promote the appointment of internal candidates as development opportunities for our employees; whilst ensuring that this does not compromise our recruitment standards for specialised positions. We will continuously review the success of our recruitment process and in doing so continue to improve upon it. Further recruitment guidance can be obtained from Human Resources Department.

Fairness and Equality

- Discrimination in the recruitment and selection processes within the Company is strictly prohibited.
- It is unlawful to discriminate based on protected grounds; including but not restricted to; age, disability, gender, marital status, nationality, race, religion or belief, sex, and sexual orientation. (Further guidance may be found within the Equality, Diversity & Inclusion Policy).
- The Rehabilitation of Offenders Act prohibits the Company from asking ex-offenders, whose convictions are spent, whether they have had a spent conviction.
- The Company is committed to considering making reasonable adjustments to both the work place and job content to accommodate a person's disabilities.
- Interviews will assess candidates against job-related criteria only.

Living Wage

Land Recovery Ltd is an accredited Living Wage Employer. The Living Wage is an hourly rate set independently and updated annually and is calculated according to the basic cost of living in the UK. There are two rates of Living Wage: one for those based in Greater London (London Living Wage) and another rate for the rest of the UK (UK Living Wage). The current hourly rates for London Living Wage and UK Living Wage can be found through the Land Recovery Rail policies.

Land Recovery Ltd voluntarily chooses to pay the Living Wage on a voluntary basis as opposed to the National Minimum Wage and the National Living Wage which are statutory obligations.

Payment of the Living Wage has many advantages, and these include:

- Staff retention
- Reduction in absenteeism
- Ethical employment practices
- Transparency and clarity
- Reduction in poverty affording people the opportunity to provide for themselves and their families

For Land Recovery Rail, being a Living Wage employer means adherence to the following commitments:

- We will continue to pay the Living Wage for all its directly employed staff.
- We will ensure (to the extent permitted by law) that our contractor and sub-contractor community pay London Living Wage to those employees, workers or the self-employed based in Greater London and pay UK Living Wage to those employees, workers or the self-employed based outside Greater London.

Advertising

- Authority to recruit will be granted in line with the Recruitment and Selection Procedure (LRLP051).
- Before advertising a vacancy the Company reserves the right to review the position.
- A clear definition of the job will be made in the form of a Job Description (LRLF042)

LAND RECOVERY

- Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population will only be retained if they can be justified in terms of the job to be done.
- HR will identify the most effective method(s) for advertising of vacancies in conjunction with the Recruiting Manager.
- All advertising will be professional and portray the desired Company image in line with our brand guidelines. This must be approved in line with the Recruitment and Selection Procedure (LRLP051)

Applications

- Since each appointment is viewed as a key business decision, the recruitment process is intended to identify the key skills, knowledge and attitudes required in the successful candidate.
- At the first interview stage all candidates will be required to provide evidence of their right to live and work in the UK, ensuring compliance with the current Immigration Act. Photocopies of accepted documentation will be taken and retained in the successful candidates personnel file. A full listing of what documentation is acceptable can be obtained from the Recruitment and Selection Procedure (LRLP051)
- The Company has a commitment to respond to every application received - successful or unsuccessful.
- Once an unsuccessful applicant has been notified it is Company policy not to communicate further with those applicants unless the applicant has requested otherwise.
- Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment will be kept by HR for up to six months, unless a longer period can be justified and is in compliance with the current Data Protection Act. Records will then be disposed of confidentially.
- All information relating to equality and diversity monitoring will be concealed from all those involved in the recruitment and selection process.

Retention

Retention is built on but not limited to several key factors.

- A strong Health and Safety culture.
- Hire the right Personnel.
- Competitive Packages.
- Ongoing Personal Development/Training
- A Good Working Environment were everyone has a voice.
- Flexible approach to Work.
- Team Working , working towards the same goals
- First Class, well maintained vehicals and equipment.
- Ethical employment practices
- Transparency and clarity

This Recruitment and Retention Policy will be made available to all staff at induction, via the Company One Drive and on company notice boards. The Policy is available to view by interested parties via Land Recovery Ltd upon request.

This policy shall be reviewed as a result of significant changes or at least annually as part of the Management Review process defined in the Land Recovery Ltd Business Systems Manual.

Signed



Dan Beecroft

Date

January 2024

Title

Managing Director