

Recruitment at Barbour

This policy sets out our approach to the recruitment process at J Barbour & Sons Limited.

Assessment criteria

We always aim to recruit the person who is most suited to each particular job. We recruit solely on the basis of the applicant's abilities and individual merit as measured against the predetermined criteria for the job. Qualifications, experience and skills are assessed at the level that is relevant to the job.

Equality, diversity and inclusion

We are committed to applying our equality, diversity and inclusion policy at all stages of recruitment and selection. We always carry out shortlisting, interviewing and selection without regard to an applicant's sex, gender identity, sexual orientation, marital or civil partnership status, skin colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

We will never exclude any candidate with a disability unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Line managers must only ask a candidate questions about their health where this is directly necessary for a particular role and, in any event, only once they have been shortlisted.

To prevent any candidate from being disadvantaged because of a disability, the individual responsible for communicating with applicants should ask each candidate whether they require reasonable adjustments to be made.

The HR department is always available to provide guidance on reasonable adjustments.

Barbour is committed to providing a safe recruitment process for all employees and third parties. Barbour will operate a zero tolerance for sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment.

Where possible, we will ensure interviews are conducted by two interviewers. Where this is not possible, interviews will still operate a zero tolerance for sexual harassment. Candidates have the option to request a second interviewer. If a second interviewer is not available, they have the option to reschedule the interview to a time where two interviewers are available.

The policy also relates to job applicants, and is relevant to all stages of the employment relationship.

If you are experienced sexual harassment by an employee or third party, we encourage you to report this to your manager or the HR team without delay so that they can advise and support you on the best course of action.

Interviews

Line managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the role and the skills needed to perform it effectively.

Line managers must make a record of every recruitment interview and forward this to the Talent Acquisition team (Lauren Dryden and Emily Knox) to be retained for a suitable period of time. To ensure fairness, the line manager should ensure that questions asked are consistent in all interviews for a particular job.

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second interviewer. If a second interviewer is not available, they have the option to reschedule the interview to a time where two interviewers are available.

References

We ask every successful candidate to give their consent for us to obtain one written reference. Any offer of employment will be conditional on these requirements being satisfactory.

Right to work checks

We only recruit individuals with a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents or our organisation being able to carry out a check on the Home Office online [right to work checking service](#) confirming their right to do the work in question. To enable us to conduct an online check, the candidate must have shared their right to work details using the Home Office [prove your right to work to an employer](#) online service.

The requirement to provide evidence of the right to work in the UK applies to all new recruits, regardless of their race, nationality or ethnic or national origins.

Data protection

We process all personal data collected during the recruitment process in accordance with GDPR.

We do not collect unnecessary personal data from applicants during the recruitment process. For example, we will only request bank account details and next-of-kin contact details from successful applicants. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Staff should report immediately any inappropriate access or disclosure of job applicant data in accordance with our organisation's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under our organisation's Disciplinary process.

