



## Recruitment Policy

**Last updated:** April 2026

### Purpose

This policy outlines the standards, values and procedures followed by Values & Talent Ltd in delivering recruitment services. It ensures a fair, transparent, and consistent approach for both clients and candidates.

### 1. Our Commitment

At Values & Talent Ltd we are committed to:

- Providing ethical and professional recruitment services
- Treating all candidates fairly and without discrimination
- Matching candidates and clients based on skills, experience, and values
- Maintaining confidentiality and data protection at all times

### 2. Equal Opportunities & Diversity

Values & Talent will promote equal opportunities and do not discriminate based on:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

All recruitment decisions are based on suitability on the role applied for and value alignment with the organisation.

### 3. Candidate Registration & Assessment

We will:

- Obtain accurate information regarding candidate skills, experience, and preferences in line with GDPR regulations
- Verify identity and, where appropriate, right to work
- Conduct pre-screening interviews relevant to the role applied for
- Ensure candidates are informed about job details, expectations, and employer requirements
- We provide candidates with all relevant information in relation to the role that they have applied for

#### **4. Client Engagement**

We will:

- Request for detailed job descriptions from clients
- Ensure job descriptions are clear and non-discriminatory
- Advise clients on market conditions, salary expectations, and hiring practices
- Only submit candidates who are suitable for the role

#### **5. Transparency & Communication**

We are committed to:

- Providing honest feedback where possible
- Keeping candidates and clients informed throughout the recruitment process
- Not misrepresenting roles, companies, or candidates

#### **6. Confidentiality**

All personal and business information will be handled confidentially and shared only with consent or where required by law.

#### **7. Data Protection**

We comply with UK GDPR and data protection laws.

All personal data collected is:

- Collected lawfully
- Used only for recruitment purposes
- Stored securely
- Retained only as long as necessary

#### **8. Fees & Terms of Business**

- All fees will be agreed in writing with clients before services commence
- Terms of business will outline payment terms, guarantees, and responsibilities
- No fees will be charged to candidates

## **9. Complaints Procedure**

We take complaints seriously and will adhere to these promptly and in a professional manner.

Any concerns should be submitted to: [charlottebreal@valuestalent.com](mailto:charlottebreal@valuestalent.com)

We will:

- Acknowledge complaints promptly within 5 working days
- Investigate fairly
- Respond within a reasonable timeframe

## **10. Continuous Improvement**

We regularly review our processes to improve service quality, candidate experience, and client satisfaction.

## **11. Policy Review**

This policy is reviewed periodically and updated as required to reflect legal or operational changes.