



PTSG

PREMIER TECHNICAL
SERVICES GROUP LTD

Niche Specialist Service Provider

Recruitment and Induction Process

RECRUITMENT AND INDUCTION

Premier Technical Services Group Ltd and its constituent companies [the Company] will offer training and job development to all staff with the aim to maintain a stable, well-motivated workforce with a high level of teamwork and customer awareness.

Business leaders are responsible for recruitment within their individual areas of responsibility and complying with their responsibilities under relevant legislation, e.g. the Equality Act 2010.

Recruitment

Whether a vacancy becomes available due to business growth, a workplace restructure, or a leaver, each Division or Business will ensure that there is a fair and transparent selection process in place.

Where a Division/Business wants to consider recruiting outside of their area in another autonomous PTSG business, the Group MD and HR Director should be consulted in the first instance.

When hiring, it is important to find the best person for the job, but also equally important to ensure that we avoid any type of discrimination. It is against the law to directly or indirectly discriminate on any of the following, known as 'protected characteristics':

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

Process Prior to Recruitment:

To advertise a role, the relevant business leader should review the vacancy and update the job description, with input from the Division MD and/or Group MD, and HR where necessary.

Below is a list of the required documents and information needed before advertising. These may need HR input: -

- Job Description – review/create a document and consider potentially discriminatory items
- Advert for the PTSG (or business specific Careers Page)
- Salary and benefits information (reference Budget and external benchmarking)

- Consideration of how and from where to attract the most competent and diverse talent pool.

No unbudgeted recruitment can commence without the express approval of the Group Managing Director.

Recruitment Core Principles

- Selection of candidates for interview will be carried out with reference to the approved Job Description in relation to the knowledge, experience, skill and competencies outlined.
- Interviews questions will similarly relate to both the essential and desirable criteria for the role. For roles where relevant experience is a significant requirement, recruiting managers will focus on understanding past performance and achievements.
- Should reasonable adjustments be required by a disabled person to enable access to the interview, then where possible the adjustments will be made.
- Should selection testing be required for the role, the tests will relate to the non-biased and genuine objective requirements of the role.
- At interview the Company will ensure all relevant permissions/certificates are obtained from candidates. These will be utilised when engaging any staff member, including those on temporary, casual, or part-time contracts.
- The Company will only employ workers who are legally entitled to work in the UK. All employees will be required to undertake appropriate right to work checks, regardless of nationality, by reviewing the appropriate immigration documents or by accessing an online right to work check. This will be either prior to start, or on the first day of employment.
- The Company will obtain qualifications from the employee upon hire that are relevant to the role appointed should it be a skill specific role.
- The Company will ensure that all recruitment data and information is stored in an appropriate manner and any changes are checked to ensure that employment may continue under the relevant permission.
- Any offer of employment will be conditional and subject to satisfactory valid qualifications, right to work checks, DBS checks if relevant and health questionnaire.

Induction

The Company has developed an organisational structure to meet the requirements of its activities, developed roles within that structure and assigned duties and responsibilities to those roles. Each role has been assessed and an induction/training plan developed to ensure that all individuals employed have the necessary skills, knowledge, attitudes and understanding to carry out their role competently and effectively.

When an employee first begins working for the Company, the induction and training plan for their role is used as the basis for producing an individual induction and training plan. Together these induction and training plans are reviewed regularly under Company policy to identify requirements for either new, additional or refresher training, in addition to which, the Company would also respond to any training needs identified in between reviews, e.g., an employee using work equipment incorrectly. Training is delivered via a variety of training methods, e.g., training courses, demonstrations, toolbox talks, etc, using both internal and external resources depending on individual employee requirements and / or the nature of the training.

Induction Process:

New employees will be provided with appropriate information and training in their specific job functions and skills.

Operational staff will not be permitted to attend sites until their online induction training (and induction validation where applicable) is completed including the completion of health questionnaires and DVLA licence checks.

The process is as follows:

Divisional Management Team

- Seven days prior to the first day of employment Divisional management team will contact the IT Department (via the ticket system) requesting a Group email address to be assigned to the new employee and associated IT equipment/access to IT systems relevant to their role. This will then notify Payroll, HR, and the H&S Departments so they are aware of the new start employee.
- Will contact the H&S/HR and Payroll administration team confirming the start date of the employee and their role within the Division.

IT Team

- Will issue a Group email address which will be circulated to all relevant parties, including the H&S department.

H&S Administration team

- Will then assign a login and password details to the new employee allowing them to access the Group training portal.

- The induction training modules **MUST ALL BE COMPLETED ON THE FIRST DAY OF EMPLOYMENT.**
- Will monitor the progress through induction and notify the employing Divisional management team once the induction training has been completed. The employee is then authorised to attend site.
- Will review new employee's health questionnaire and DVLA licence status and where appropriate take further advice.

PLEASE NOTE - The new employee will not be permitted to attend site until this has been completed.

H&S Team

- If site validation is required, this will be completed within the first 2 weeks of the new starters employment by the H&S Department

Training will also be given on customer care and service skills along with specific training relating to the individual's new role. This may include specialist personal track safety training when working within the Network Rail infrastructure.

Once specific training has been completed competence certification is issued by Divisional Directors and held within personnel files



[Signed for and on behalf of the group]

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