

Recruitment and Selection Policy: Kronospan Ltd

1 Introduction and Purpose

This policy outlines Kronospan Limited's approach to recruiting and selecting employees in a fair, transparent, and legally compliant manner.

Our aim is to attract and appoint the most suitable candidates while promoting equality, diversity, and inclusion. Providing opportunity for the Company to hire and retain the best talent.

2 Scope

This policy applies to all recruitment and selection activities undertaken by Kronospan Limited, including:

- Permanent, temporary, and fixed-term roles
- Internal promotions and transfers

3 Responsibilities

Senior Management:

- Ensures that fair recruitment practices are embedded across the organisation.

Hiring Managers

- Responsible for ensuring recruitment decisions align with this policy.

Human Resource Team

- Oversees compliance, provides advice, and maintains recruitment records.

4 Principles

- Recruitment decisions will be based solely on merit - skills, experience, ability to work positively within a team and qualifications relevant to the role.
- All applicants will be treated fairly and with respect, in line with the Equality Act 2010.
- We will comply with all relevant UK employment legislation and data protection requirements.
- Recruitment processes will be consistent, transparent, and documented to demonstrate compliance.

5 Equal Opportunities and Non-Discrimination

Kronospan is committed to equal opportunities in employment.

Discrimination has no place within our recruitment process and decisions will not be made based on the protected characteristics outlined under the Equality Act 2010, including:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race (including colour, nationality, and ethnic or national origin)

- Religion or belief
- Sex
- Sexual orientation

All job advertisements, selection criteria, and interview questions must be free from bias or discriminatory language.

6 Recruitment Process

6.1 Personnel request

- Department Leader: prepares the Personnel Request (Z-001), Job Description (Z-013 a+b), and Training Programme (Z-003). The HR department can assist with this where required.
- Senior Director approves the request by signing the Personnel Request (Z-001).
- Human Resources Department manages the search procedure and supports the entire recruitment process.

6.2 Job Analysis and Advertisement

- A clear job description and person specification will be prepared before recruitment begins.
- HR will make a decision on whether the job is to be advertised internally on noticeboards, externally or both.
- Advertisements will be available on the Kronospan Careers website and posted to the appropriate websites and jobs boards as required.

6.3 Applications and Shortlisting

- Applications will be assessed objectively against the requirements of the role.
- Shortlisting decisions must be documented and retained in accordance with data protection guidelines.

6.4 Interviews and Assessment

- Interviews will be structured, with consistent questions for all candidates
 - Hourly Paid: recruitment using the interview question sheet
 - Staff using role specific question sheets.
- Selection decisions will be based on evidence gathered during the assessment process.
- Reasonable adjustments will be made for applicants with disabilities.
- Psychometric testing will take place where required for certain positions where agreed with the HR department. Any test used must have been validated in relation to the role, be free of bias, and be administered and validated by a suitable person.
- A member of HR must be present during the 1st interview stage.

6.5 Pre-Employment Checks

Before any employment offer is confirmed:

- Right to work in the UK will be checked and verified.
- Criminal Record Declaration forms will be completed prior to commencement of employment.
- Any relevant qualifications or professional registrations will be checked and verified.
- Z-002 Job Application form completed by applicant.

6.6 Offer and Induction

- Successful candidates will receive a written offer and contract of employment.
- All new employees will participate in an induction programme to support integration into the Company.
- It is the Company's practise to seek the successful candidates consent for two written references, to be checked during the employee's probationary period.

7 Data Protection

All personal information obtained during recruitment will be handled in accordance with the UK GDPR and the Data Protection Act 2018.

Unsuccessful candidate data will be retained only as long as necessary and securely destroyed thereafter.

8 Monitoring and Review

- Recruitment practices will be monitored for fairness, consistency, and compliance.
- The HR department must be involved in all recruitment activities on site.
- This policy will be reviewed annually or sooner if required by law or organisational change.

9 Legal and Document References

Equality Act 2010: <https://www.legislation.gov.uk/ukpga/2010/15/contents>
 UK GDPR: <https://www.legislation.gov.uk/eur/2016/679/contents>
 Data Protection Act 2018: <https://www.legislation.gov.uk/ukpga/2018/12/contents>

Kronospan Careers: <https://kronospan-candidate.talent-soft.com/homepage.aspx?LCID=2057>

10 Revision Table

Revision Number	Reviewer	Amendments	Date
1	James Robertson	New draft and format	05/11/2025
2	James Robertson	External Version created HR.ORG.POL.010E	07/04/2026