

Recruitment and Selection Policy

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1. Introduction

We get our success from our people, so recruiting and selecting the best people is vital as we strive to improve our performance. We need to recruit from the widest possible talent pool to get the right balance of skills.

Our People and Culture team's approach to recruitment is flexible and business-focused. Each recruitment campaign is designed to find the best person, in the most time- and cost-efficient way, without compromising fairness, confidentiality or our commitment to a diverse workforce.

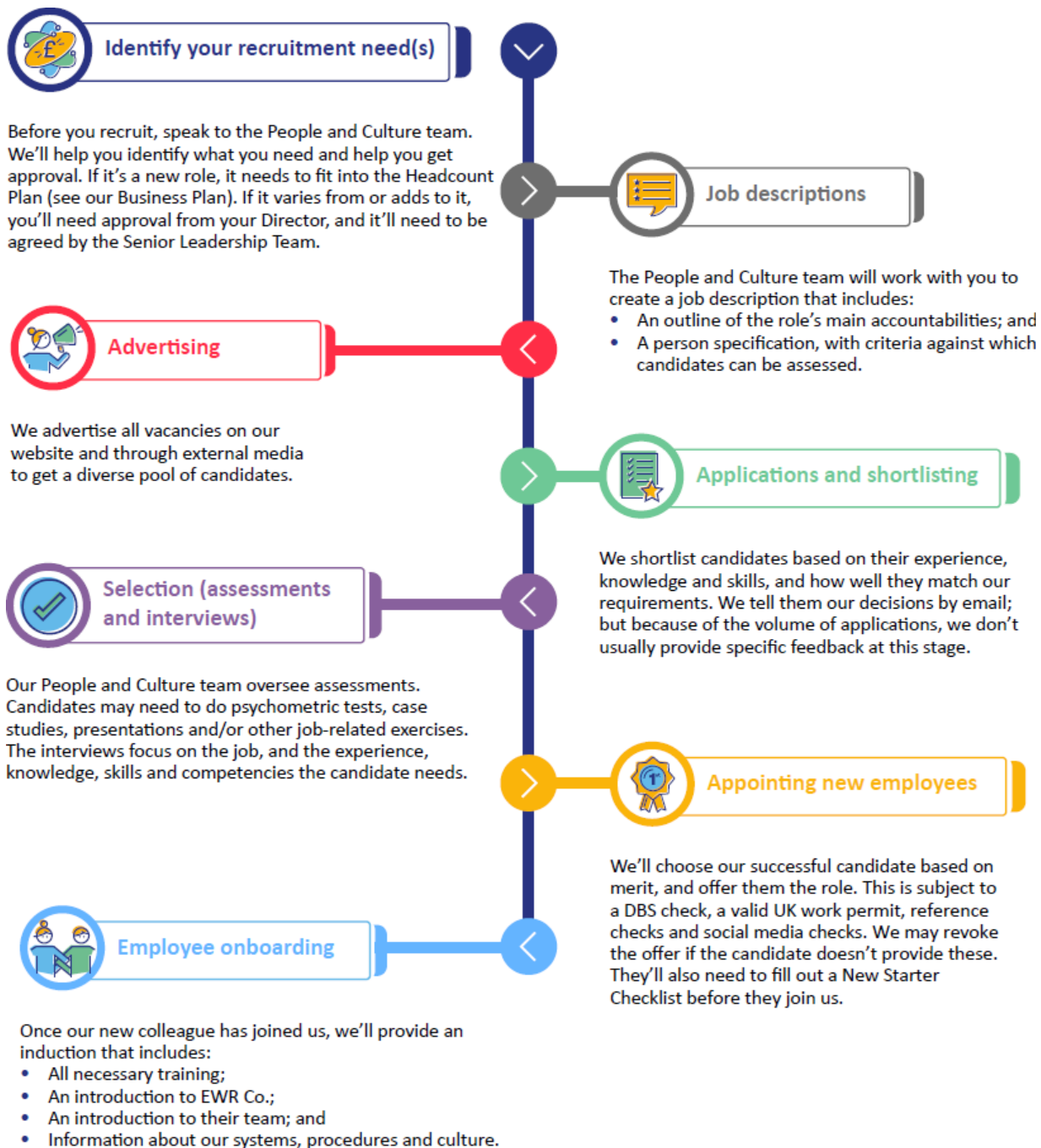
Our recruitment and selection policy is for everyone involved in recruitment, including hiring managers. It's here to make sure we recruit:

- The best possible candidates who'll support the delivery of our corporate strategy;
- In an equal, inclusive way that's consistent with legislation and good practice;
- Through a process that supports our values and promotes us as an employer of choice.



2. Recruitment process

If you need to hire for a position in your team, this is the process to follow. Our People and Culture team is around if you have any questions.





Diversity

We want our candidates to have a positive experience of our selection process, so it's efficient and clear, and follows our values and behaviours. We're committed to diversity, and encourage anyone to apply, whatever their race, age, disability, gender, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity, marriage or civil partnership. There's more information in our Equality, Diversity and Inclusion Policy. In line with the Equality Act 2010 and our own values, we'll make reasonable adjustments so that no candidate is disadvantaged by their condition or disability at any point in this process.

Reasonable adjustments could include:

- Providing a British Sign Language interpreter at no cost;
- Help with tests on computers, like larger screens, software or people to support and read out information;
- More time to complete assessments;
- A verbal test rather than a written one.



Data protection/confidentiality

All applications we receive, whether directly or through an agency, are treated in confidentiality. We'll destroy recruitment records in accordance with GDPR. You can find further information in our GDPR policies, specifically the Personal Data Handling Policy and the Candidate Private Notice.



Complaints

We want all candidates to understand to have a positive experience, whatever the outcome of their application. If they're dissatisfied with how we've handled their application, they can complain by contacting our People and Culture team.

3. References

Applicable and relevant documents

ID	Document title
1	Equality, Diversity and Inclusion Policy
2	Personal Data Handling Policy
3	Candidate Private Notice