PINEAPPLE PARTNERS

Recruitment and Selection Policy

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1. Purpose and scope

This policy covers both sides of what Pineapple Partners does: how we recruit our own staff, and the standards we apply when selecting candidates for clients across care and support, catering and hospitality, logistics and office support. The aim in both cases is the same: appoint on merit, treat every applicant fairly, and run checks that stand up to scrutiny.

2. Principles

- Selection is based on ability to do the job, assessed against criteria set before the vacancy is advertised.
- No applicant is treated less favourably because of any protected characteristic under the Equality Act 2010.
- Every stage is recorded, so any decision can be explained afterwards.
- Safer recruitment practice applies to every role working with children or adults at risk, without exception.

3. Roles and responsibilities

The Director is accountable for this policy and approves vacancies within our own team. The Compliance Manager oversees employment checks and record keeping. Anyone conducting interviews for us is briefed on fair selection and unconscious bias before they do.

4. Vacancies and advertising

Vacancies are defined by a job description and person specification before advertising. Adverts use plain, inclusive language, state the essentials honestly, rate, location, requirements, and are placed where a diverse range of applicants will see them. We advertise the job that exists, never

a bait role.

5. Applications, shortlisting and interview

Applications are assessed against the person specification. Shortlisting is done by people familiar with the role, using the same criteria for every applicant. Interviews follow a structured format with questions linked to the criteria; reasonable adjustments are offered at every stage, and questions about health, family plans or other protected matters play no part in selection. Feedback is available to unsuccessful interviewed candidates on request.

6. Employment checks

Before any placement or appointment we complete, as applicable to the role: verified identity; right to work in the UK; a full employment history with gaps explained; a minimum of two references verified directly with referees, covering the last five years; qualification and professional registration checks; and criminal record checks at the level the role lawfully requires, enhanced DBS with barred list checks for regulated activity in education. Fitness declarations are obtained where a role demands them. No one starts in a regulated role before the required checks are complete, or without the client's explicit, informed agreement to any lawful exception.

7. Fit and proper standards

For roles carrying particular trust, leadership positions, safeguarding-sensitive posts, we additionally satisfy ourselves that the person is of good character and not barred, disqualified or subject to sanctions that would make the appointment improper.

8. Ex-offenders

A criminal record is not an automatic bar. Disclosed convictions are considered fairly, in line with our Recruitment of Ex-Offenders policies and the Rehabilitation of Offenders Act 1974, weighing the offence, its age and relevance, against the role, particularly its safeguarding content.

9. Offers, records and data

Offers are conditional on satisfactory completion of all checks. Interview notes and check records are kept in line with our data protection and candidate information policies, long enough to evidence fairness, and no longer than the law allows.

10. Equality monitoring and review

We monitor the diversity of applicants and placements so we can see whether this policy works in practice, monitoring data is anonymised and never used in selection. The Executive Management Team reviews this policy annually.