

SWH is committed to providing equality of opportunity for all and welcomes applications from all individuals for advertised jobs that match their skills and interests.

It is important that those with responsibility for recruitment and selection are aware of their responsibilities for equal opportunities and follow SWH's recommended procedures at: -

- Selection Stage
- Interview Stage

This policy applies to the recruitment and selection of all staff at SWH. All employees involved at any stage of the recruitment and selection of staff should be aware of and adhere to the contents of this policy.

**Aims**

- To ensure that recruitment processes are fit for purpose
- To appoint the best person for each position
- To ensure equality of opportunity for all applicants
- To ensure compliance with SWH's Equal Opportunities Policy and all relevant legislation
- To meet SWH's operational requirements and strategic aims

**Attracting Applicants**

Advertising for staff will be undertaken using publications that are relevant to the nature and level of the job. All adverts will state that SWH is an 'Equal Opportunities Employer.'

**Selection and Interview**

The aim of SWH is to select employees on a fair and non-discriminatory basis. Responses to adverts should be examined against the following criteria only: -

- Basic Education
- Technical Education / Training
- Period of Experience
- Type of Experience
- Quality of Application
- Referees

**Promotion**

All employees shall be promoted on a fair and non-discriminatory basis. Promotion will relate specifically to the individuals performance in their current position. All vacancies shall be offered internally before advertised externally.



Managing Director