

# POLICY STATEMENT

## THE GIFFEN GROUP PLC RECRUITMENT POLICY

The Giffen Group Plc's recruitment policy is to attract and retain a high calibre of staff to meet the companies evolving needs. We recognise that however good our technology, processes and past relationships, it is our employees who make us succeed. This policy applies to the recruitment and selection of all staff employed by The Giffen Group plc.

The key principles underlying our recruitment philosophy are as follows:

- To employ a high calibre of staff to enable the company to achieve its objectives and deliver outstanding results for our clients, customers and future business.
- To give primary consideration to qualifications, knowledge, skills and personal qualities, including the capacity to adapt and evolve over the longer term
- To ensure that recruitment processes are fit for purpose
- To ensure equality of opportunity for all applicants
- To ensure compliance with The Giffen Group plc's equal opportunities policy and relevant employment legislation. Additionally, all employees responsible for recruitment and/or interviewing will be coached as necessary in order to ensure discrimination in its many forms is avoided.

The Giffen Group plc is committed to the principle that it will obtain the greatest commitment and output from its employees if they are selected in the most accurate and careful way to match the requirements of the vacant positions, which it determines from time to time as necessary for the growth and development of its business. In order to ensure compliance with this policy and the ability to consistently meet the above objectives The Giffen Group plc ensure that the following is adhered to throughout the recruitment cycle:

- All applicants (including existing employees) complete the standard Giffen Group application form.

- All applicants are carefully screened and required to provide formal documentary evidence of their identity and relevant competencies and qualifications.
- Employment will be subject to satisfactory reference checks and in certain cases liaison with the relevant Immigration Authorities.

In addition to this all applicants applying for positions within our Rail / Underground Divisions will undergo the following prior to acceptance and formal offer of employment to ensure compliance with Network Rail / Railway Group Standards and London Underground Contract QUENSH Conditions:

- Applicants details will be passed to relevant Rail Bodies in order to ensure that individuals have had no previous rail transgressions.
- Employment will be subject to provision of satisfactory Drugs and Alcohol screening carried out by an approved third party provider.
- All applicants are tested for their written and oral communication skills.

Recruitment may only be commenced after the completion and authorisation of a Recruitment Authorisation Form (GF/FORM/18/04) in accordance with the requirements of The Giffen Group plc's Recruitment Procedure (GF/PROCEDURE/HR/RECRUITMENT/01).

This statement and above referenced procedure forms part of The Giffen Group plc's management system and is subject to regular audits and management review in order to detect and prevent the occurrence of problems as well as proactively introducing, developing and continually improving the system further to ensure full compliance and support of our company policies.



Gary Caseberry  
Managing Director

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