

R&M POLICY · PEOPLE AND ETHICS

Inclusive and Accessible Recruitment Procedure

R&M Property Group Ltd

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Approved by	Thomas McKenna, Director
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1. Statement of Commitment

R&M Property Group Ltd is fully committed to ensuring that its recruitment process is inclusive, accessible, and fair to all. We aim to attract a diverse range of applicants and ensure equal opportunity regardless of age, gender, ethnicity, disability, religion, sexual orientation, or background. R&M is an equal opportunities employer and recruitment decisions are based solely on skills, experience, qualifications, and merit.

2. Key Principles

- Recruitment decisions are based on skills, experience, and qualifications only.
- All job roles are open to applicants from all backgrounds and abilities.
- Adjustments are made to ensure candidates with disabilities can access the recruitment process fairly.
- Language and tone used in adverts and job descriptions are neutral, inclusive, and free from bias.
- All applicants are treated with dignity and respect throughout the process.

3. Inclusive Recruitment Procedure

3.1 Job Advertisements

- Vacancies are advertised through diverse channels to reach a wide audience, including online job boards, local community networks, colleges, and training providers.
- Adverts clearly state that R&M Property Group Ltd is an equal opportunities employer.
- The wording of adverts avoids jargon or discriminatory language.
- Requirements are reviewed to ensure they are essential to the role and not unnecessarily exclusionary.
- Where possible, adverts include a statement welcoming applications from under-represented groups in the construction industry.

3.2 Application Process

- Application methods are kept simple and accessible - online, paper, or phone submissions are accepted.
- Candidates can request alternative formats or assistance during the application process.
- Reasonable adjustments are offered for candidates with disabilities or additional needs.
- Application forms do not request information about protected characteristics at the shortlisting stage. Equality monitoring data is collected separately and used only for monitoring purposes.

3.3 Interview and Selection

- Interviewers are briefed on inclusive practices and avoiding unconscious bias.
- Questions focus on relevant skills, experience, and behaviours.
- Interviews are conducted in accessible locations or remotely where needed.
- Scoring is consistent and structured across all candidates using a standard interview scoring template.

3.4 Onboarding

- Successful candidates receive an inclusive induction, including the company's values around fairness, inclusion, and respect.
- Reasonable adjustments are discussed and implemented to support employees with specific needs from day one.
- New starters receive training on R&M's Fairness, Inclusion and Respect Policy and the company's expectations for inclusive behaviour.

4. Monitoring and Continuous Improvement

- Recruitment diversity data is monitored anonymously to identify any patterns or barriers affecting under-represented groups.
- Feedback from applicants is welcomed to improve accessibility and the candidate experience.
- The recruitment procedure is reviewed annually to ensure alignment with best practice and legal requirements, including the Equality Act 2010.
- Findings from recruitment monitoring are reported to the Director and used to inform improvements.

5. Related Documents

- Fairness, Inclusion and Respect Policy and Procedure (RM-FIR-001)
- Anti-Bullying and Harassment Policy
- Prevention of Sexual Harassment Policy
- Competency Management Procedure (RM-CMP-001)
- Grievance Procedure

Signed and Approved:

Thomas McKenna

Director, R&M Property Group Ltd

Date: June 2026