

# Recruitment Policy for Financial Data Management Ltd

## 1. Introduction

Financial Data Management Ltd (FDM) is dedicated to fostering a fair, inclusive, and transparent recruitment process that attracts and retains the best talent while upholding the highest ethical standards. Our recruitment policy reflects our commitment to ethical practices, including a firm stance against modern slavery and human trafficking.

## 2. Scope

This policy applies to all recruitment activities within Financial Data Management Ltd, including permanent, temporary, and contract roles across all levels and locations in the UK.

## 3. Recruitment Principles

### 3.1 Equality and Diversity

- FDM is an equal opportunity employer. We are committed to promoting diversity and ensuring that all candidates are treated with fairness, respect, and without discrimination based on race, ethnicity, gender, sexual orientation, disability, age, religion, or any other protected characteristic.
- We aim to create a diverse and inclusive workforce that reflects the communities we serve.

### 3.2 Transparency and Fairness

- All recruitment processes will be conducted with transparency, ensuring that job descriptions, selection criteria, and assessment methods are clear and accessible to all candidates.
- Candidates will be selected based on merit, skills, experience, and alignment with FDM's values.

### 3.3 Confidentiality

- FDM will ensure that all candidate information is treated with the highest level of confidentiality and used solely for the purpose of recruitment.
- Personal data collected during the recruitment process will be handled in accordance with the UK GDPR and our internal data protection policies.

## 4. Anti-Slavery and Ethical Recruitment Commitment

### 4.1 Compliance with Anti-Slavery Laws

- FDM is committed to preventing modern slavery and human trafficking in our recruitment practices. We comply fully with the Modern Slavery Act 2015 and other relevant legislation.
- We will ensure that all recruitment activities, including the engagement of third-party agencies, adhere to ethical standards that prevent exploitation.

### 4.2 Due Diligence

- FDM will conduct thorough due diligence when selecting recruitment agencies and other third-party providers to ensure they share our commitment to anti-slavery practices.

- We require all agencies and service providers to comply with our ethical standards, including the prohibition of forced labour, bonded labour, and any form of exploitation.

#### 4.3 Candidate Rights

- We are committed to protecting the rights of all candidates during the recruitment process. This includes the right to work freely and voluntarily, without fear of coercion, and to receive fair compensation for their work.
- Candidates will be provided with clear and accurate information regarding their employment terms, including wages, working hours, and job responsibilities.

### 5. Recruitment Process

#### 5.1 Job Posting and Advertising

- All job vacancies are advertised internally and externally to attract a diverse pool of qualified candidates.
- Advertisements are designed to encourage applications from all qualified individuals, irrespective of gender, age, ethnicity, disability, religion, or sexual orientation.
- FDM uses various platforms to ensure visibility and accessibility for all suitable candidates.

#### 5.2 Selection Criteria

- Job requirements and selection criteria are clearly defined for each position.
- Candidates are evaluated based on their qualifications, skills, experience, and alignment with FDM's core competencies and values as well as FDM's commitment to ethical recruitment and anti-slavery practices.

#### 5.3 Interview Process

- Shortlisted candidates are invited to participate in a structured interview process that may include initial phone screenings, virtual or in-person interviews, and technical assessments, depending on the role.

#### 5.4 Offers of Employment

- Offers of employment will be made based on the candidate's ability to perform the job role and their alignment with FDM's values.
- Employment contracts will be clear, transparent, and provided in writing, outlining the terms of employment, including compensation, benefits, and working conditions.

### 6. Background and Security Checks

**6.1 Pre-Employment Screening** To ensure the integrity and security of FDM's workforce, all successful candidates must pass background screening before an employment offer is finalised. This screening includes:

- **Identity Verification:** Confirmation of the candidate's identity through valid government-issued identification.
- **DBS (Disclosure and Barring Service) Checks:** all FDM employees are subject to DBS checks. Levels of DBS checks (Basic, Standard, or Enhanced) are determined by the role requirements.

During your employment you are expected to disclose any changes which may affect your previously obtained DBS check, and we reserve the right to complete a new DBS check on an annual basis.

FDM complies with the relevant UK laws, including the Rehabilitation of Offenders Act, to ensure fair handling of any disclosed convictions. The presence of a criminal record is not an automatic disqualification and will be assessed based on role requirements and relevance.

- **Employment History Verification:** Verification of the candidate's employment history, including references from previous employers.
- **Right to Work in the UK:** Verification of the candidate's right to work in the UK as required by UK immigration law.
- **Education and Professional Qualifications Verification:** Verification of relevant academic and professional qualifications.
- **Financial and Credit Checks:** This may be conducted for roles where the candidate will have access to sensitive financial information

## 7. Third-Party Recruitment Agencies

### 7.1 Agency Selection

- FDM will only engage with recruitment agencies that demonstrate a commitment to ethical recruitment practices, including compliance with anti-slavery laws.
- Agencies must undergo a vetting process to ensure they meet our ethical standards and agree to our anti-slavery commitments.

### 7.2 Agency Agreements

- All agreements with recruitment agencies will include clauses that require compliance with the Modern Slavery Act 2015 and FDM's anti-slavery policies.
- Agencies must provide assurance that their recruitment practices do not involve any form of modern slavery, forced labour, or human trafficking.

## 8. Training and Awareness

### 8.1 Employee Training

- FDM will provide regular training to all employees involved in the recruitment process to ensure they understand their responsibilities under this policy, including the importance of anti-slavery practices.
- Training will cover the identification of potential risks related to modern slavery and the steps to take if concerns arise.

### 8.2 Raising Awareness

- We will actively raise awareness about modern slavery and human trafficking within our organization and supply chain, promoting vigilance and responsibility among all employees.

## 9. Monitoring and Review

### 9.1 Policy Monitoring

- The implementation of this recruitment policy will be regularly monitored to ensure compliance with its principles and commitments.
- FDM will review and update this policy annually or as necessary to address emerging risks and ensure ongoing alignment with best practices and legal requirements.

## 9.2 Reporting Concerns

- Employees and candidates are encouraged to report any concerns related to unethical recruitment practices, including modern slavery and human trafficking, without fear of retaliation.
- Reports will be treated confidentially and investigated thoroughly, with appropriate actions taken if violations are identified.

## 10. Conclusion

Financial Data Management Ltd is committed to maintaining the highest ethical standards in its recruitment practices. By adhering to this policy, we aim to attract and retain top talent while ensuring a fair and transparent recruitment process.