

## Recruitment Charter

To develop a diverse, equal and inclusive organisation it is important to ensure DE&I is applied to all recruitment and selection processes. McLarens takes a positive approach to diversity welcoming applicants from different backgrounds and recognising the benefits a diverse workforce can bring to the organisation. McLarens has therefore committed to the following 5 steps when recruiting to ensure inclusive recruitment and a diverse workforce;

### 1. Inclusive job descriptions/adverts

Job descriptions/adverts will;

- clearly define what the job is
- detail the skills and competencies required to do the job
- consider essential vs desirable skills and competencies
- avoid using jargon
- consider qualifications and/or requirements applied to a role and only retain if they are justifiable.

### 2. Advertising

Adverts will be posted on a variety of media platforms to ensure that they reach a wide audience. Different media will be appropriate for different roles, but could include;

- Company website
- Recruitment websites
- LinkedIn
- Networking groups/Membership societies
- Local Community
- Graduate sites

All roles will be advertised for a minimum of one week.

### 3. Shortlisting

Shortlisting will be carried out by a minimum of 2 individuals, using the job description for the role.

HR will redact protected characteristics from CVs before sending to line managers for shortlisting. Therefore, to ensure a fair process it is essential all CVs, **including those received from within McLarens' network of contacts**, are submitted to [hr.uk@mclarens.com](mailto:hr.uk@mclarens.com) directly by the candidate.

Once the candidate is on the short list then the name will be revealed.

### 4. Reasonable adjustments

All candidates will be asked if they need any reasonable adjustments to allow them to perform well in the selection process. Adjustments will be made and communicated to the candidate ahead of time.

### 5. Inclusive interview

Interviews will be prepared in advance to ensure inclusive interviewing, and that all candidates have the same opportunities to demonstrate their skills and experience. Interview preparation for all roles will include:

- Identifying panel members
- Preparing interview questions
- Defining how the interview will be scored – key skills and experience required for the role

Notes will be taken at interview to be able to fairly compare candidates' responses and ensure that detailed post-interview feedback can be given on request.