



STATOM HOLDINGS Limited (Statom Group Limited, Statom Group North Ltd, Statom Plant Ltd, Statom Remediation Ltd, Demoforce Group Ltd, FL-Facilities Group Ltd, Slipform Technology Ltd, Spark Tech MEP Ltd, Franki Foundations UK Ltd, Martello Piling Ltd) ("Statom", "the Company")

We are committed to high standards of professional conduct, integrity and accountability. As a leading civil engineering and construction organisation, we recognise that the behaviour and standards of our people are fundamental to building a strong, respectful culture and protecting our reputation as a trusted industry leader.

We expect everyone working for or on behalf of the Company to act with professionalism, respect and responsibility at all times, reflecting our values and supporting a positive working environment. Clear standards of behaviour are essential to ensuring safety, quality and effective collaboration across our projects and teams.

## 1. Purpose

The purpose of this Recruitment Policy is to outline the process and principles Statom Group follows to attract, select and onboard qualified candidates. Our aim is to ensure fairness, consistency, and compliance with relevant legislation while promoting the Group's values of diversity, inclusivity and professional growth.

## 2. Scope

This policy applies to all recruitment activities within Statom Group, including recruitment for permanent, temporary and contract roles across all businesses within the group.

## 3. Recruitment Principles

Statom Group is committed to recruiting the best talent based on merit, skills, experience and potential. Our recruitment process is built around the following principles:

- **Equality and Diversity:** We are an equal opportunity employer and are committed to promoting diversity in the workplace. We do not discriminate against applicants based on age, gender, race, disability, sexual orientation or any other protected characteristic.
- **Fairness and Transparency:** All candidates will be assessed through a fair and transparent process. Selection decisions will be based on objective criteria relevant to the job role.
- **Compliance:** All recruitment practices will comply with applicable laws, including employment law, anti-discrimination legislation and right-to-work checks.

## 4. Recruitment Process

### 4.1. Job Analysis and Approval

- Line managers are responsible for defining the need for a new or replacement position and must obtain approval from the relevant leadership team before initiating recruitment.
- A comprehensive job description and person specification should be prepared to clarify the role's responsibilities and required skills.

### 4.2. Advertising Vacancies

- All vacancies will be advertised internally via our employee communication platforms to encourage career progression within Statom Group.
- External recruitment may be conducted through online job boards, social media, recruitment agencies, and other platforms as appropriate to the role.
- All job adverts will clearly reflect Statom Group's commitment to equality, diversity, and inclusion.

#### 4.3. Shortlisting and Selection

- The HR team and hiring managers will collaborate to shortlist candidates based on how closely their experience and qualifications match the job specification.
- Interviews will be conducted using structured questions aligned with the role requirements. Where necessary, assessment tools such as practical tests, case studies or psychometric evaluations may be used.
- All candidates will be informed of the outcome of their application in a timely manner, regardless of the result.

#### 4.4. Interview Process

Interviews will typically be conducted in two stages:

- **Stage 1:** Initial screening (telephone, video, or face-to-face)
- **Stage 2:** Final interview, with a focus on culture fit, technical skills and long-term potential.
- Statom Group encourages panel interviews to ensure diverse perspectives in the selection process.

#### 4.5. Pre-Employment Checks

All successful candidates must pass the following pre-employment checks before receiving a formal offer:

- Right to work in the UK
- Employment references
- Role-specific requirements (e.g., professional qualifications or background checks)
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### 5. Onboarding

Once a candidate has accepted an offer, the HR team will coordinate an onboarding program to ensure a smooth transition into the business. This includes:

- A structured induction covering company culture, policies, health and safety, and role-specific training.
- A probation period of 3 months, during which performance will be regularly reviewed.

#### 5.1. Recruitment of Self-Employed Contractors

For self-employed contractors, Statom Group follows a streamlined process, which includes:

- Verifying the contractor's right to work status and qualifications is done by our partner Stonebridge.
- Ensuring contractors sign and adhere to the Statom Group Contractor Code of Conduct.
- Reviewing contractual agreements to ensure compliance with statutory obligations.

## 6. Continuous Improvement

We regularly review our recruitment practices to ensure they remain effective, inclusive, and legally compliant. Feedback from hiring managers and candidates is actively encouraged to refine our approach.

## 7. Confidentiality and Data Protection

All personal data collected throughout the recruitment process will be handled in compliance with HR-POL-006-02 - Statom Group - Data Protection & GDPR Policy and relevant data protection legislation (UK GDPR). Personal data will only be retained for as long as necessary, in accordance with our Data Retention Policy.

## Approval and Review

This policy will be reviewed annually by the HR department and amended as necessary to reflect changes in legislation or best practices.

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### AUTHORISED AND SIGNED

**SIGNED**



Gavin Hunt  
Chief Development Officer

**Review:** Annually  
**Date:** 01/06/2026  
**Next Review:** 01/06/2027

**SIGNED**



Martina Oyite  
Chief People Officer

**Review:** Annually  
**Date:** 01/06/2026  
**Next Review:** 01/06/2027

*This policy is subject to annual review and approval by the Board.*