

RECRUITMENT POLICY & PROCEDURE 2026

Central Industrial Services Limited is an equal opportunities organisation. Recruitment should be carried out in light with our Equity, Diversity and Inclusion policy.

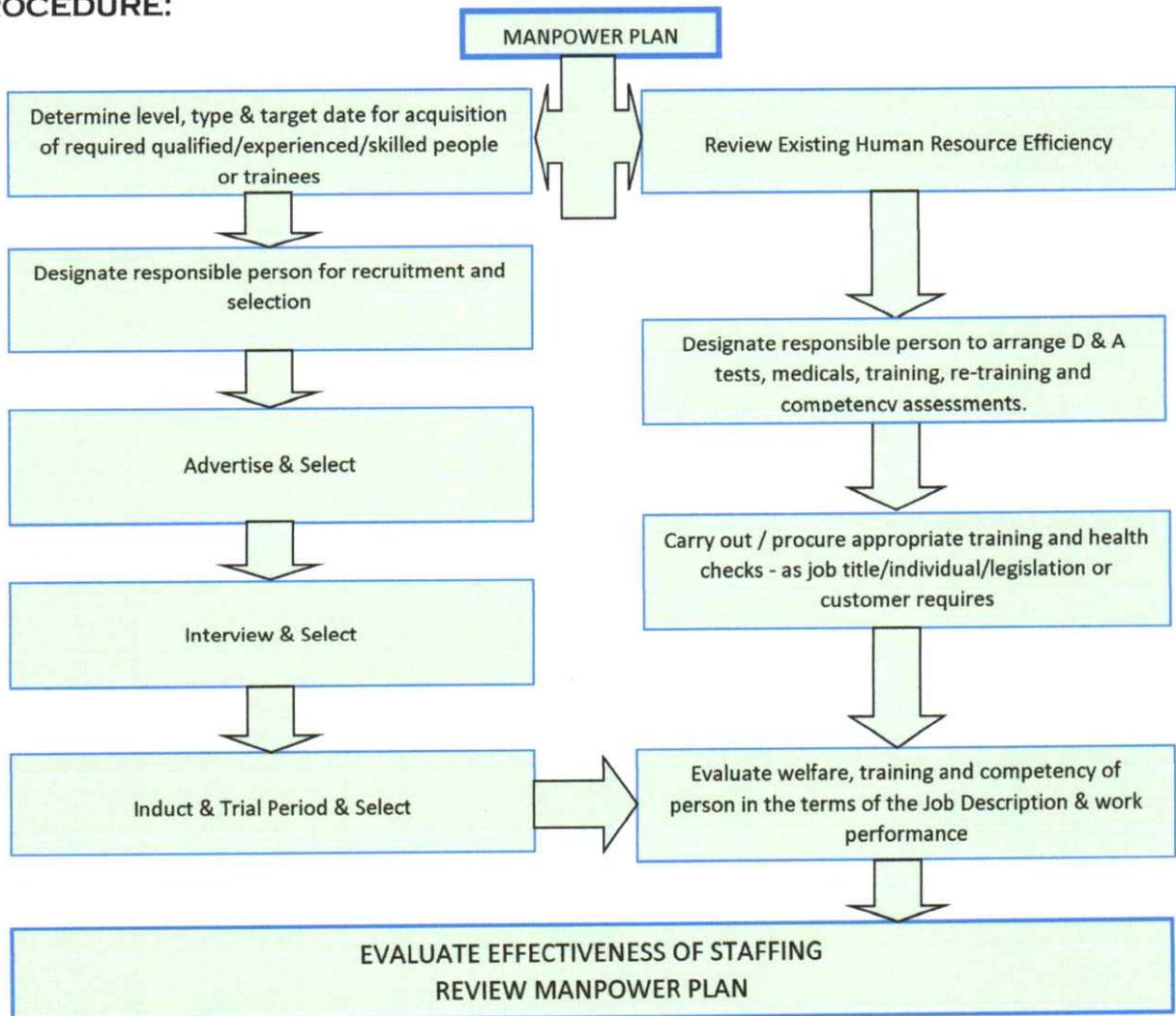
This policy does not form part of any employee’s contract of employment and we may amend it at any time. Any breaches of this policy may result in action being taken under our Disciplinary Procedure.

The objectives of the recruitment policy are to ensure efficient staff/employee selection and evaluate the effectiveness of the staffing process.

Our philosophy is that, where and how a person is placed at any given time, decides largely whether or not the person will:

- (i) Be a productive employee or not
- (ii) Add to the company’s economic and social strength
- (iii) Find fulfilment in the work

PROCEDURE:



Promotion at CIS is based on the principle: employees competent in their position are promoted and competence in each new position qualifies for promotion to the next higher position until a position of incompetence is reached.

Application form should show	Previous Employment Record Relevant Safety Qualifications Right to Work in UK
Health Assessment	General Working Time Directive Option D & A Screening
Selection Process	How decision, which qualify applicant are reached
Interview	Explore how applicant is able to carry out key parts of Job Attitude to Safety Details of interview recorded
References	Minimum of 2 references required
Competence	Achievement and measurement of competence
Where possible local Job Centre should be used	

Signed



DH Cartwright - Chairman
Date 05/01/2026