PARAMOUNT SECURITY SOLUTIONS

Recruitment Policy

1. Purpose

The purpose of this recruitment and selection policy is to ensure:

- a professional and consistent approach to recruitment and selection;
- adherence to Monitor's Equality and Diversity Policy and relevant employment legislation;
- that members of staff are recruited on the basis of their ability; and
- managers are able to attract and recruit high calibre staff.
- Complies with private security industry Act 2001 licensing requirements

2. Scope

This policy applies to all internal and external applicants for Paramount Security Solutions Ltd jobs.

3. Policy Statement

We want to constantly improve our performance as an organisation. In order to make this a reality, we need to recruit from the widest possible pool of talent.

Paramount Security aims to attract and recruit people with diverse backgrounds, skills and abilities, who will enhance the quality of service and contribute to Paramount Security's success.

Paramount Security Solutions is committed to providing opportunities for development and career progression to current employees. This means that Paramount Security Solutions will normally advertise vacancies both internally and externally. However, in exceptional circumstances and on rare occasions, there may be a strong business case for making appointments without advertising the opportunity.

3.1 In order to achieve these objectives Paramount Security Solutions will:

Ensure that director regularly reviews the organisation job responsibilities and roles of individuals within it. This will be completed through the individual performance review process, when a vacancy arises, and at regular resource planning meetings.

Ensure that the Managing Director consider the extent to which vacant posts could lend to flexible working to attract a wider range of candidates.

Endeavour to reach traditionally under-represented groups and ensure that discrimination does not take place at either the attraction or selection stage;

Ensure that, where a vacancy exists, posts are normally advertised externally, unless exceptional circumstances exist.

Ensure that recruitment procedures are regularly updated in line with changes in legislation and best practice.

Ensure that the administration of the selection process is user friendly and carried out to the highest professional standard.

4. Responsibilities

Managing Director is responsible for the recruitment process.

5. Identification of a Recruitment Need

If an established post becomes vacant or a new position of any nature is proposed, the managing Director will commence recruitment process.

6. Job Description and Person Specification

A job description is a key document in the recruitment process and must be finalised prior to taking any further steps in the process.

Within the job description, there will be a section dedicated to the person specification, which outlines the essential and desirable criteria (including qualifications, experience, knowledge, skills and expertise required to perform the job). The detail set out in the person specification will provide the criteria against which a candidate can be assessed throughout the recruitment process.

7. Advertising the Vacancy

7.1 Internal methods

Paramount Security Solutions may use a number of internal advertising methods such new letter, internal memos.

7.2 External methods

Paramount Security Solutions may use a number of options to generate interest from individuals outside the organisation, including placing advertisements via, in newspapers, specialist journals, on online job boards.

Irrespective of the medium used, all advertisements need to be designed and presented effectively to ensure that the widest ranges of high-calibre candidates are attracted. Advertisements must be non-discriminatory.

In order to provide candidates with sufficient information with which to make their decision about applying for the post, the job description will be made available on the Paramount Security website and facebook page.

8. Applications and Shortlisting

In order to facilitate a time-efficient process and minimise the burden, Paramount Security Solution will, where appropriate, accept the submission of a curriculum vitae as an application for a vacancy. In some instances, Paramount Security may ask candidates to submit further information to demonstrate their suitability for the role (e.g. how they meet the advertised criteria in a cover letter).

Managing Director must treat applications confidentially and ensure they are assessed consistently against the criteria. Managing Director is also responsible for recording the reasons why candidates are shortlisted or not shortlisted.

9. Interviews and Selection

Once the candidate has been successfully assessed by the Managing Director (which may include a telephone interview/face-to-face interviews and/or a series of assessment tests), they will be invited to attend an interview as a minimum requirement, and may be required to complete numeracy and literacy tests. There may also be the requirement for candidates to attend a second interview.

In some instances, it may be necessary for a Paramount Security Director to meet candidates before a formal interview process. This may be conducted at a candidate's request in order for the individual to find out further information about Paramount Security.

Managing Director will ensure candidates are assessed consistently against the criteria and the reasons for selection and non-selection must be recorded.

Appointing new employees

Paramount Security will normally make the offer of appointment to the preferred candidate(s) directly. Upon acceptance, the managing Director will liaise with candidates and confirm the appointment subject to successful vetting and screening process that is carried out by an agency on behalf of Paramount Security Solutions

11. Equal Opportunities

11.1 Discrimination

Throughout the whole recruitment process, it is vital to avoid discrimination as this can give rise to a claim for unlimited damages before an employment tribunal. Under employment law an employer must not discriminate on the protected characteristics of age, gender, gender reassignment, pregnancy, marital status or civil partnership, race, colour, ethnic or national origin, nationality, citizenship, disability, sexual orientation, religion, belief or previous convictions (except for posts exempt under the Rehabilitation of Offenders Act).

Paramount Security Solutions will also not discriminate either directly or indirectly, on the grounds of politics, official trade union activity or any grounds that are not justifiable at any stage of the recruitment and selection process or during employment.

Please refer to the Equality and Diversity Policy for an explanation of the various types of discrimination.

Those carrying out recruitment or vetting on behalf of Paramount Security Solutions may be held personally liable for any discriminatory acts committed by them.

11.3 Other policies

Managing Director should also be aware of the following policies, which have relevance when recruiting employees:

- Equality and Diversity Policy.
- Work Life Balance Policy

11.4 Equal opportunities

Paramount Security will maintain records of successful and unsuccessful candidates in order to monitor progress of equality of opportunity. A review of progress will be carried out on an annual basis.

12. Data Protection/Confidentiality

Paramount Security Solutions will keep confidential all candidate information gathered through recruitment campaigns and will fulfil the requirements of the relevant legislation, including the Data Protection Act 1998.

13. Complaints

Managing Director will review any complaints made on the grounds of discrimination.

Complaints from external candidates will be investigated by the Managing Director and responded to within 14 days. Complaints from internal candidates will normally be processed in the same way.

A candidate complaining of unlawful discrimination in recruitment will have the right to bring an Employment Tribunal claim.

14. Queries

Any queries relating to this policy should be addressed to the Managing Director.

Ed Githaiga
Managing Director
October 20th, 2025