

HL DESIGN CONSULTANCY LTD

Policy Statement - Staff Recruitment, Selection and Appointment

HL Design Consultancy Ltd recognises that staff are fundamental to its continued success. We seek to recruit and retain the best staff with the necessary skills and attributes to support the achievement of our strategic aims and embrace our core principles and values.

Central to HL Designs approach to recruitment, selection, and appointment it is our desire to;

- Be an employer of choice that offers attractive terms and conditions, development opportunities and a positive working environment.
- Provide, where possible, career opportunities for existing staff.
- Encourage and value diversity, ensuring equal opportunities and treating all prospective and existing staff fairly, with equality, dignity, and mutual respect.
- Ensure the provision of appropriate, accurate information throughout the recruitment and selection process to support candidates in application and decision making.
- Ensure our procedures and practices are in line with employment legislation.
- Adopt modern and effective HR practices which are professional, efficient and customer focused.
- Ensure all staff involved in recruitment and selection activities have been appropriately trained.

To fulfil its legal requirement HL Design Consultancy will ensure that;

- In line with the Equality Act 2010, selection decisions are taken on the basis of an individual's skills, abilities, experience, knowledge and, where appropriate, qualifications and training, irrespective of their sex, race, age, disability, sexual orientation, religion/belief, or any other protected characteristic, social class, or previous criminal convictions.
- In line with Immigration, Nationality, and the Asylum Act 2008 only people who are eligible to work in the United Kingdom (UK) are appointed.
- In line with the Rehabilitation of Offenders Act 1974 details of any previous convictions are provided by candidates at the selection stage, so that their relevance to the post for which they have applied can be considered.
- In line with Safeguarding Vulnerable Groups Act 2006 each vacant post will be assessed as to whether or not it falls into the category covered by the safeguarding of children and vulnerable adults' regulations.

The Recruitment Selection and Appointment of Staff Procedure has been designed to provide a flexible framework, promoting best practice, and adopting a proactive approach to fully support the business.

DIVERSITY POLICY

Equality is about treating people fairly and equally. People with the same needs should be treated equally, regardless of their appearance, beliefs, age, background or lifestyle.

Diversity is about recognising that there are differences between people and taking these into account when we relate to them. It is about not treating everyone as if they are the same or expecting everyone to react to situations in the same way. It is about learning to recognise that people are different and working to overcome our own personal preferences and prejudices to make sure that everyone's views are heard and considered, and that everyone is treated appropriately.

We are committed to providing equality of opportunity for our staff and other people that we work with, to meet the needs of the diverse community that we serve, and to create a work culture which values diversity, inclusiveness, and respect.

HL Design Consultancy recognises its talented and diverse workforce as a key competitive advantage.

Our business success reflects the quality and skill of our people. HL Design is committed to seeking out and retaining the finest talent to ensure top business growth and performance.

Diversity Management benefits individuals, teams, and our company as a whole, and our clients. We recognise that each employee brings their own unique capabilities, experiences, and characteristics to their work. We value such a diversity at all levels of the company in all that we do.

HL Design believes in treating all people with respect and dignity. We strive to create and foster a supportive and understanding environment in which all individuals realise their maximum potential within the practice, regardless of their differences. We are committed to employing the best people to undertake the best job possible. We recognise the importance of reflecting the diversity of our customers and markets in our workforce. The diverse capabilities that reside within our workforce, positions us to strive to anticipate and fulfil the needs of our diverse customers providing high quality services. Our diversity encompasses differences in ethnicity, gender, language, age, sexual orientation, religion, socio-economics status, physical and mental ability, thinking styles, experience, and education.

We believe that the wide array of perspectives that results from such diversity promotes innovation and business success. Managing diversity makes us more creative, flexible, productive, and competitive.

Recruitment

HL Design are a small practice but when necessary, will recruit people from different, cultural, linguistic, and national backgrounds which provides us with valuable knowledge for understanding the market.

Career development and promotion

HL Design rewards excellence and all employees are promoted on the basis of performance.

Community Programmes

HL Design recognises that there are distinct demographic groups that have long been disadvantaged. We recognise that racism, ageism, sexism and other forms of discrimination are problems both for our organisation and society as a whole. HL Design is committed to tackling cultural stereotypes both within and outside our organisation. We have clear reporting procedures for any type of discrimination or harassment combined with follow up procedures to prevent further incidents.

HL Design combats discrimination in the wider community through partnerships with local schools offering work experience opportunities.

Diversity practices

Our diversity policy is articulated in the day to day running and the strategic direction of the company.
All employees are required to read and sign both the equality and diversity policy we hold which reinforces our business as a safe and pleasant environment for our employees. If any member of staff recognises an action or behaviour which isn't in line with our diversity policy, then this should be circulated to the Director.

Team Spirit

HL Design strives to encourage social interaction outside of office hours arranging sporting and social activities and where possible involve family members. This assists in creating a good friendly working relationship between all parties.

DATE : Reviewed 30 September 2025

John Rees-Jones (Director)

Signed 

Lea Watkins (Director)

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