



## **FC UNITED RECRUITMENT POLICY**

### **Scope**

1. The scope of this policy includes recruitment to or engagement in any role which involves payment from club funds to either an individual or company in the capacity of either:
  - an employee or;
  - a worker or;
  - a contractor/self employed or;
  - an apprentice

### **Operating principles**

2. In undertaking such recruitment, FC United will operate in line with the following principles:
  - a) All appointments will be made strictly on the basis of merit. No-one seeking engagement with the club should expect to do so on the basis of either current or past associations with the club, whether thorough connections with a current or former club official, employee or board member.
  - b) Not only must appointments be made on merit, they must be seen to be done so. In all cases, there must be a clear audit trail to demonstrate the basis on which the decision to appoint has been arrived at.
  - c) FC United is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.
  - d) Prior to any appointment being made available, a detailed specification of the role/service to be provided shall be drawn up. The selection process and subsequent appointment shall be conducted in line with the criteria set out in such a specification.
  - e) Anyone involved in the selection process, whether as part of a shortlisting panel, tender panel or selection interview panel, must either have relevant experience or else undertake necessary training to enable them to do so.
  - f) Anyone involved at any stage of the decision making process must declare at the outset either any vested interest he/she may have in the outcome or any association, whether current or past, with any of the candidates. Each case should be considered on its individual circumstances but, wherever practicable, that individual should recuse him/herself from the process.

- g) The board reserves the right to set guidelines to prescribe those matters that require board approval along with those matters which may be delegated to either the Chief Executive Officer or Heads of Department. Such guidelines may be reviewed at intervals in line with the needs of the business.
- h) The general policy shall be that all appointments shall be subject to open and fair competition. Any requests to forego such competition must be submitted in advance for board approval. The board decision and supporting rationale shall then be fully minuted and published to members.
- i) It is recognised that appointments of playing staff, within the constraints of the budget allocated to the First Team Manager, will not require board approval, as outlined above, and will not be subject to board interference.

#### **Post selection**

- 3. Following the completion of the selection exercise, all necessary checks must be undertaken at the earliest opportunity before an appointment may be confirmed. Where there are pressing business needs to do so, a conditional appointment may be made pending the outcome of such checks.
- 4. All appointments shall be confirmed by issue of a properly drawn up contract, to be signed by the parties concerned.

#### **Sanctions**

- 5. Any club employee, official or board member who fails to adhere to the above policy may, once the facts of the matter have been clearly established, be subject to disciplinary sanctions.

#### **Review**

- 6. This policy shall be subject to regular review at not less than 12 monthly intervals.