



RECRUITMENT POLICY

This Recruitment Policy (the "Policy") defines how selection decisions are made for new staff at Packed Lunch Productions (the "Organisation"), ensuring fairness, consistency and conformity to all statutory regulations and agreed best practice.

The Policy may be amended by the Organisation at any time and is set for at least annual review.

THE PROCESS

As opportunities arise, expressions of interest are submitted via our website or emailed to hello@packedlunch.org. All recruitment is conducted in line with the Organisation's Equal Opportunities policy.

Professional references are required for all applicants interested in delivering client services or products for the Organisation, which are duly checked for validity and quality. After a successful reference check, candidates are then either added to the Organisation's Register of Freelance Associates or offered a contract of employment.

Procuring up-to-date DBS checks is the province of employees. For work requiring a Disclosure and Barring Service (DBS) check, potential employees are obliged to provide this to the Organisation, when requested, before they can be selected for the position requiring it.

MONITORING

The Organisation will monitor the effectiveness of the Policy and review it from time to time in order to ensure it is achieving its objectives and is in line with UK law and international conventions. Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

CONTACT US

For more information about our equal opportunities practices or if you have questions please email at hello@packedlunch.org or write to Packed Lunch Productions, 7 Cooper's Yard, London SE19 1TN, United Kingdom

Implemented: May 2022



Updated: May 2023

Next scheduled review: May 2024