



World Medica UK Ltd

Recruitment & Selection Policy

Version: 1.0 Effective Date: 12 December  
2025

Review Cycle: Annual

## **1. Purpose**

This Recruitment & Selection Policy sets out World Medica UK commitment to fair, transparent, ethical, and legally compliant recruitment practices. It ensures that all hiring activities:

- Prevent modern slavery, forced labour, and exploitation
- Align with NHS Supply Chain Framework requirements
- Promote equality, diversity, and inclusion
- Support safe and ethical workforce practices
- Maintain full compliance with UK employment law

## **2. Scope**

This policy applies to:

- All permanent employees
- Fixed-term employees
- Contractors and consultants
- Any third-party recruitment agencies acting on behalf of WMUK

World Medica UK currently employs one UK-based staff member and does not use agency or temporary labour. This policy ensures that future recruitment remains compliant and ethical.

## **3. Principles of Ethical Recruitment**

World Medica UK commits to the following principles:

### **3.1 No Forced or Exploitative Labour**

- No recruitment fees charged to candidates
- No retention of passports or identity documents
- No forced, bonded, or involuntary labour
- No child labour

### **3.2 Transparency & Fairness**

- Clear job descriptions
- Transparent selection criteria
- Fair and consistent interview processes
- Decisions based solely on merit, skills, and experience

### **3.3 Equality, Diversity & Inclusion**

Recruitment will be free from discrimination on the basis of:

- Age
- Disability

- Gender identity
- Race or ethnicity
- Religion or belief
- Sexual orientation
- Pregnancy or maternity
- Marital status

#### **4. Recruitment Process**

##### **4.1 Workforce Planning**

Before recruitment begins, the hiring manager must confirm:

- The business need
- The role requirements
- Budget approval
- Whether internal candidates can fill the role

##### **4.2 Job Descriptions & Advertising**

All job descriptions must include:

- Role purpose
- Key responsibilities
- Required qualifications and experience
- Reporting structure
- Location and working pattern

Job adverts must:

- Use inclusive language
- Avoid discriminatory wording
- Clearly state WMUK's commitment to ethical recruitment

##### **4.3 Use of Recruitment Agencies**

If agencies are used, they must:

- Be approved by WMUK
- Confirm compliance with the Modern Slavery Act
- Not charge candidates recruitment fees
- Follow ethical recruitment standards

#### **5. Candidate Screening & Verification**

WMUK conducts proportionate pre-employment checks, including:

- Identity verification
- Right-to-work checks
- Employment history verification
- Professional qualification checks (where applicable)
- Reference checks

No candidate will be employed without verified right-to-work documentation.

## **6. Prevention of Modern Slavery in Recruitment**

WMUK ensures:

- No recruitment through high-risk labour brokers
- No use of unverified subcontractors
- No employment of individuals under coercion
- No deductions from wages that could create debt bondage

Any suspicion of modern slavery must be reported immediately to the Chief Compliance Officer.

## **7. Data Protection**

All candidate information will be handled in accordance with:

- UK GDPR
- WMUK's Data Protection Policy

Personal data will only be used for recruitment purposes and retained for the legally required period.

## **8. Induction & Training**

All new employees receive induction covering:

- Modern Slavery & Human Trafficking
- Ethical Procurement
- Sustainability & Net Zero commitments
- Whistleblowing procedures
- Code of Conduct

Annual refresher training is mandatory.

## **9. Whistleblowing & Reporting Concerns**

Candidates, employees, and suppliers may report concerns relating to:

- Unethical recruitment

- Modern slavery
- Discrimination
- Fraud or corruption

WMUK maintains confidential reporting channels and prohibits retaliation against whistleblowers.

### **10. Monitoring & Continuous Improvement**

WMUK monitors recruitment practices through:

- Annual policy review
- Modern slavery risk assessments
- Supplier and agency audits (where applicable)
- Board-level oversight

Corrective actions will be implemented where gaps are identified.

### **11. Governance & Accountability**

The Head of Compliance is responsible for:

- Policy implementation
- Training
- Monitoring compliance
- Reporting to the Board

The Board of Directors retains ultimate accountability.

### **12. Approval**

This policy has been reviewed and approved by the Board of Directors of World Medica UK Ltd.

**Name:** \_\_\_\_\_ **Title:** Director **Signature:** \_\_\_\_\_ **Date:** 12  
December 2025