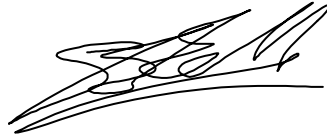


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<p>3.6 <b>RECRUITMENT POLICY</b></p> <p>3.6.1 With reference to the Company Equal Opportunities Policy, the aim of Pennine Instrument Services Ltd when recruiting new employees is to select the most suitable person for the job on the basis of their relevant merits and abilities and that no employee/job applicant is unfairly treated on any grounds.</p> <p>3.6.2 The Company will ensure there are clear job descriptions and objective person specifications for each job.</p> <p>3.6.3 The Company must always use the controlled application documents.</p> <p>3.6.4 All offers of employment will be made subject to satisfactory references.</p> <p>3.6.5 All external candidates who are successful at interview for the appropriate role must provide the following information:</p> <ul style="list-style-type: none"> <li>• Proof of identity</li> <li>• Evidence of their right to live and work in the UK.</li> <li>• Appropriate references (3 years employment history).</li> <li>• A medical declaration.</li> <li>• Criminal Record Bureau (CRB) security clearance.</li> <li>• Evidence to show they are not claiming unemployment benefit or any other benefit, payable to persons registered as unemployed.</li> </ul> <p>3.6.6 Recruitment records and documents will only be retained for as long as they are necessary and relevant to the business.</p> <p>3.6.7 Protection of information throughout the Company will comply with the Data Protection Act 1998. The 8 principles of the data protection that the Company upholds are that information is:</p> <ul style="list-style-type: none"> <li>• Processed fairly and lawfully.</li> <li>• Processed for one or more specified and lawful purposes, and not further processed in any way that is incompatible with the original purpose.</li> <li>• Adequate, relevant and not excessive.</li> <li>• Accurate and, where necessary, kept up to date.</li> <li>• Kept for no longer than is necessary for the purposes for which it is being used.</li> <li>• Processed in line with the rights of individuals.</li> <li>• Kept secure with appropriate technical and organisational measures taken to protect the information.</li> </ul>	

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- Not transferred outside the European Economic Area (the European Union member states plus Norway, Iceland and Liechtenstein) unless there is adequate protection for the personal information being transferred.



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G E Bell, Managing Director