

Company policy

Hiring and selection

Amiqus Resolution Limited

Compliance: This policy forms part of the company's induction and ongoing People awareness programme. If there is anything within this policy that is not clear, or has not been understood, then you must inform your line manager or policy owner to seek further clarification.

Failure to comply with this policy, in whole or in part, may lead to disciplinary action.

Introduction

This policy is designed to support, provide advice and guidance on statutory requirements and best practice to people at Amiquus, in particular hiring managers and those who manage hiring by providing a fair, consistent, transparent approach to the hiring and selection of new employees.

Scope

This policy applies to all employees within the organisation, including any contract or casual employees. The policy is also set out to cover applicants and candidates applying for positions at Amiquus and applies to those before, during and after the hiring process.

Equal opportunities

Amiquus is committed to providing equal employment opportunities to all individuals regardless of race, colour, religion, age, disability, genetic information, sexual orientation, gender identity or any other characteristic protected by the Equality Act 2010. This applies to all aspects of employment including hiring, selection, training, promotion and benefits.

We believe in fostering a diverse and inclusive workplace and our commitment to equal opportunities is reflected in our internal inclusion and diversity policy.

Amiquus hiring process

Amiquus work to a strict hiring plan to ensure that we are scaling sustainably. Our hiring process normally takes between 2-4 weeks depending on the role and time of year.

Amiquus follow the same hiring process for all of our roles:

- Hiring plan is checked every quarter to either make adjustments or begin hiring for a role
- People team and Hiring manager meet to discuss role requirements, budget and create a job description using our standard template
- People team create a job advert using our standard template and the information from the job description which is signed off by the Hiring manager before going live
- Job advert goes live on several job boards: Amiquus careers page, LinkedIn, Stonewall job board, Cord, Monster and Indeed
- Jobs are kept live for 4 weeks, with CV, phone and interview screening taking place throughout this time
- Selection criteria takes place to determine the best candidate for the role
- Verbal offer extended to the successful candidate
- All other candidates in the process are advised via phone that they were unsuccessful
- Background, reference checks and contracts kick off for the successful candidate if they accept and onboarding commences thereafter

Application and CV screening

Upon receiving applications, the People team will conduct an initial review of each CV to ensure it meets the minimum requirements outlined in the job description. The screening process will be based on objective criteria, including relevant work experience, skills, technical knowledge and in some cases certification or qualifications and then any other job-related requirements specified in the job advert. We also look at UK work eligibility, as we can currently only employ people who are fully eligible to work in the UK.

This process is designed to eliminate bias and ensure fairness and so that a consistent approach is used to screen each application.

Applicants who meet the initial criteria will be contacted via email or messaging service and asked to take part in an initial 15-30 minute phone interview with a member of the People team, following a standard phone screen template which is used for everyone to ensure consistency and fairness throughout the process. The purpose of this phone screen is to better understand the candidate's experience and CV further to determine their eligibility for the next stage of the process which is the first round of interviews.

Interview process

We think it's important to have an open and transparent interview process so that you have a clear understanding of what to expect. The process might vary slightly depending on the role type or team you apply to join but it usually goes as follows:

- Internal review of applications
- An initial chat about the role with a member of our People and culture team
- A more structured interview with the Hiring Manager and one other team member
- Potentially a second more informal chat with some other team members about the opportunity

All our interviews are conducted using a standard interview template which is tailored for each role, however everyone in the process for that role is asked the same questions and given the same opportunity to answer to ensure fairness and consistency throughout.

Interview questions are competency, motivation and culture based and we will ask for key examples where possible to provide further insight into people's answers and experience.

Amicus is committed to making reasonable accommodations for applicants with disabilities during the application and interview process. Candidates who require any accommodations should advise the People team at the beginning of the process.

Selection criteria

The selection process is based on the formal interview with the Hiring manager. We will look at answers provided and make a comparison between the interview, application and experience to make an informed decision that is based on facts.

In particular, we will look at:

- Job-related competencies, skills and qualifications necessary to be successful in the role
- Previous experience in relation to the role, this could also include seniority and level of previous roles and experience managing people and teams
- Technical and functional skills as outlined in the job advert/description, this can include but is not limited to software languages and specialised tools
- Soft skills such as communication, teamwork, leadership, problem solving and ways of working, in terms of the candidates ability to work effectively and collaboratively within a team and the company
- Culture fit - to what extent does that candidate align with the company values, culture and mission
- Adaptability, in a fast-paced, growing environment we look for people who have the ability to adapt to changing circumstances and demonstrate willingness to grow and learn
- Innovation and creativity - we want to ensure candidates can contribute to the forward-thinking approach of the company and thrive in this environment

Background checks

Once a successful candidate is determined and a verbal offer has been made and accepted, the People team will begin conducting background checks using the Amicus digital verification software. The background checks which will be conducted via this check includes;

Background checks for UK and Irish passport holders include:

- Disclosure Scotland - basic disclosure check
- Photo ID verification
- Watchlist check (PEPs, sanctions and adverse media)
- Second identity document check to verify personal details and identification

Background checks for non-UK and Irish passport holders include:

- Disclosure Scotland - basic disclosure check
- Photo ID verification with facial similarity recognition and live photo identification requirement
- Watchlist check (PEPs, sanctions and adverse media)
- Share code request to confirm work eligibility for the UK
- Second identity document check to verify personal details and identification

Reference checks

All successful candidates are asked to provide the contact details of two referees from either current or previous work places.

The contact details are provided via Amiqus through the automated referencing feature and the referees are contacted automatically and asked to confirm the following details:

- Confirmation of employment at role at the company
- Details about any gaps in employment
- Qualifications if applicable

Referee details will be stored on the candidate's Amiqus account until the person or candidate is deleted from the account upon departure of Amiqus. We can however delete data upon request, following GDPR legislation.

Job offer

The best part of the hiring process is offering the role to the successful candidate. The process for this is as follows:

- Verbal offer via telephone which includes high level details of the role such as title, salary, benefits and start date discussion
- A letter outlining the offer is emailed to the successful candidate at this time
- Once the offer has been verbally accepted and background/reference checks have begun an official contract of employment will be sent to the candidate to review and sign via our HR software Personio
- Once the contract has been signed and all background checks concluded, onboarding can begin

Onboarding

At Amiqus we follow a 90 day onboarding process and use the same dedicated templates and resources for all roles to ensure a fair and consistent approach for everyone we onboard.

More information on onboarding can be accessed internally by new employees from their first day at Amiqus.

Training and development

Amiqus is committed to ongoing training and development for our people. We provide a development budget, time and resources for all roles to ensure everyone has what they need to successfully progress in their role and the company.

More information on professional development can be accessed internally by new employees from their first day at Amiqus.

Confidentiality, privacy and data handling

Amiqus is committed to maintaining the confidentiality and privacy of all information collected during the hiring process. Personal data, including but not limited to resumes, applications, and interview notes, will be handled in accordance with GDPR and Data protection 2018 laws.

Access to applicant information will be restricted to individuals directly involved in the recruitment and selection process. HR personnel, hiring managers, and relevant staff members will have access based on their roles and responsibilities.

Sensitive information, such as details about an applicant's health, disabilities, or other protected characteristics, will be treated with additional care. Such information will only be disclosed to those with a legitimate need to know and in compliance with relevant laws.

All physical and electronic records related to the hiring process will be stored securely within our HR software applicant tracking system. Access controls will be implemented to prevent unauthorized access.

Communication with applicants, whether in writing, via email, or in person, will respect the principle of confidentiality. Information regarding the recruitment status or decisions will only be shared with the applicant directly and not with unauthorized third parties.

If third-party vendors or external agencies are involved in any part of the hiring process, Amiquis will ensure that these entities adhere to strict confidentiality standards and comply with all relevant privacy regulations.

Applicant records will be retained for the necessary period of 6 months for legal and administrative purposes, unless you advise in writing to remove your data sooner or advise you are happy for us to keep your CV for up to 12 months to be considered for other roles. Once the retention period expires, records will be securely disposed of, either by shredding physical documents or permanently deleting electronic files.

Even after the hiring process is complete, confidentiality obligations will continue. Personnel involved in the process are expected to refrain from discussing specific details about candidates outside the necessary business context.

Everyone involved in the hiring and selection process will receive training on the importance of confidentiality. This includes awareness of data protection laws, company policies, and the potential consequences of breaches.

By upholding these confidentiality practices, Amiquis aims to build trust with applicants, protect sensitive information, and ensure compliance with privacy regulations. These measures contribute to a secure and ethical recruitment process that respects the privacy and rights of all individuals involved.

[Our applicant privacy policy](#)

Complaints procedure

At Amiquis we take complaints very seriously. All candidates have the right to complain if they feel they have not been fairly treated throughout the selection or hiring process or were not selected for a role due to any discriminatory factors.

If you wish to make a formal complaint, please contact work@amiqus.co for further details on how you can do this.

Review and update

All Amiqus policies are reviewed on an annual basis or more often if required. This policy will be updated to ensure Amiqus is abiding by any new or changed employment, data protection or human rights laws.