



Recruitment and Selection Policy and Procedure

Purpose

The purpose of this policy is to ensure Metaverse VR (MVR) employs and promotes the most appropriate employee and/or job applicant in a fair and consistent manner free from discrimination.

This policy should be read and applied in conjunction with our “Diversity and Inclusivity Policy”.

Scope

This policy covers all current employees applying for an internal role, as well as external applicants for employment, including temporary, fixed term and permanent positions.

Policy Statement

MVR is committed to ensuring there is no discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees, or promoted employees.

We will monitor the outcome of selection decisions and the composition of our workforce to identify positive action measures to promote diversity and inclusivity.

Recruitment Process

The following sections outline the end to end recruitment process, which has been thoughtfully designed to ensure your experience as a candidate is professional and supportive.

1. Advertising

All vacancies will be advertised internally as well as externally. Details of positions will be shared with employees on long-term leave including maternity, paternity and parental leave.

All adverts will include the following statement “MVR is an Equal Opportunities Employer”.

2. Applying for a Role

You will be asked to submit your CV and a cover letter or email to the recruiting manager, in support of your application.

3. Screening

Initial screening will be carried out by the recruiting manager, who will seek to match your details to the requirements of the role. The screening criteria will be applied consistently to all applicants. Records of the screening process will be retained for a year.

4. Testing

If selection tests are deemed helpful to reach a selection decision, they will only relate to the genuine requirements of the role. Records of any testing undertaken will be retained for a year.

5. Interviewing

The interview process will be carried out in the following way:

- no assumptions will be made on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation;
- questions will relate to the requirements of the role as set out in the role description and person specification;
- interviews will be carried out by more than 1 person and the interview panel will comprise of individuals of both genders, wherever possible;
- applicants will be assessed against pre-defined criteria (competency framework), and
- records of the interview process will be retained for a year, including questions asked, answers given, any interview notes and interview assessment forms for all candidates.

6. Probationary Period

All new starters (employees) will have a minimum probationary period of 3 months. During your probationary period your performance and conduct will be discussed and assessed on a monthly basis by your line manager, who will discuss any specific development needs or goals with you.

If you have any concerns with any aspects of your role, please speak to your line manager as early as possible during the 6 months, do not wait for the end of the probationary period.

Where there is sufficient evidence that the required standards are not being met and are unlikely to be met, your line manager can discuss early termination of your employment with the COO or HR.

7. Promotion

Promotional or other career opportunities will be advertised internally, you are encouraged to check the sharepoint vacancy pages regularly.

If you are unsuccessful in your application, the recruiting manager will give you constructive, developmental feedback to support you in your current role and help you to prepare for future opportunities.

You will not be overlooked in relation to a promotion or an experience-broadening

opportunity if you were reluctant to apply or accept on a previous occasion.

8. Training

All employees, including individuals on fixed term and part time contracts, will have equal access to training opportunities.

9. Adjustments for Disabled Employees

In line with the requirements of the “Equality Act 2010”, additional support will be provided if you are disabled, to ensure you are not subject to unlawful or less favourable treatment during the recruitment and selection process. Reasonable adjustments will be made in consultation with you, to remove any barriers you may face during the recruitment process.

10. References

All external candidates will be required to provide 2 satisfactory references prior to appointment.

Recruiting Managers please note: Referees should not be contacted without first getting the permission of the candidate, as the timing of such requests can place candidates in a difficult position. Should a candidate not be in a position to provide 2 references, a work and personal reference are acceptable.

11. Medical Check

You will be required to complete a medical assessment form, and you may be required to attend a medical check with an Occupational Health specialist nominated by MVR.

12. Right to Work and Security Check

Due to the nature of our work, all employees and contractors will need to complete a Baseline Personnel Security Standard (BPSS) pre-employment check. BPSS helps to safeguard national security; confirming both your identity and right to work in the UK, as well as your capability to undertake the required work. Furthermore, the BPSS check ensures those with access to potentially sensitive information are of previous good character, thus providing a level of assurance as to that individual's trustworthiness, honesty and integrity.

Security Clearance Requirements: In addition, successful candidates must be able to obtain Security Check (SC) clearance and be willing to undergo Developed Vetting (DV) if required for the role should the organisation request it.

Please note: All applicants will be required to provide the appropriate documentation, to prove their eligibility to work in the UK. Offers are conditional upon meeting the requirements of the BPSS pre-employment check and offers may be withdrawn.

13. Records

We will retain a record of your interview process for a year, including questions asked, answers given, plus any interview notes and interview assessment forms.

Concerns with the Recruitment Process

If you have any concerns regarding the 'Recruitment and Selection Policy and Procedure' or its application, please bring the matter to the attention of your line manager, or if this is not appropriate, please follow the steps outlined in the "Grievance Policy and Procedure".