



Recruitment and Selection Policy

We aim to provide equal opportunities in employment, and our recruitment and selection procedures reflect that. We correctly train our HR staff or other such members of staff who have recruitment and selection responsibilities, to ensure that they avoid unlawful discrimination, both of the conscious and the unconscious varieties.

Our policy is to hire, promote, and advance employees solely on the basis of merit. All decisions related to hiring, recruitment, promotion or advancement will be made on this basis.

From time to time, all job descriptions, if utilized, shall be reviewed and revised to make sure that they comply with our policy of equal opportunity.

When we place advertisements for job vacancies, we will take these issues into account, and they will be non-discriminatory in nature.

We are committed to providing fair treatment to each and every job applicant, and considering them only on the basis of their ability to carry out the essential functions of the job. We make sure we undertake all checks to verify that workers including employees, agency workers and if those employed by sub-contractors are entitled to work in the UK. We make sure that all job interview questions must be of a nondiscriminatory nature, and only concern job requirements.

The Managing Director shall review this policy annually or following significant changes.

A handwritten signature in black ink, appearing to be "J. Smith", is written over a horizontal line.

CAPITAL SHIELD SECURITY LTD

This policy is reviewed on 01/01/2026