

Recruitment & Selection Policy

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Review frequency	Annually on 1 st January each year or as required to reflect changes in business practices or employment law.
Owner	Head of HR

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1. Introduction

At the Horticultural Trades Association (HTA), we are committed to embedding diversity, equity and inclusion (DEI) into our culture and all our talent processes. We believe that people perform at their best when they feel respected, supported and able to be themselves.

We seek to attract, select, and retain the best talent through fair, transparent, and inclusive recruitment practices. Our people are the key to our success, and we strive to ensure that our recruitment processes reflect our organisational values of:

- **Member focused**
- **Inclusive and collaborative**
- **Trusted**
- **Innovative**

This policy outlines our approach to recruitment and selection, and it aligns to our Diversity, Equity & Inclusion Policy.

The HTA will regularly review this policy and update it as needed to reflect changes in business practices or employment law.

2. Scope

This policy applies to all permanent, fixed-term, temporary, contract, Board, non-executive director, and freelance roles within the HTA, across all levels and teams. It is applicable to all individuals involved in the recruitment process, including job applicants, hiring managers, HR, and external recruitment partners.

3. Policy objectives

- To attract and select candidates based on merit, skills, experience, and alignment with our organisational values.
- To ensure a consistent, inclusive, and fair recruitment process for all candidates.
- To foster diversity and equal opportunities in our hiring practices.
- To ensure compliance with all relevant UK employment legislation.

4. Commitment to inclusion and equity

We are committed to:

- Creating a recruitment process that is inclusive and accessible to all candidates.
- Actively promoting diversity in our hiring practices.
- Using inclusive language in all recruitment communications and job adverts.

- Ensuring hiring decisions are made fairly, free from discrimination or bias.

As part of our commitment to collaboration and inclusion, we continually review and improve our recruitment practices to remove barriers and create equal opportunities for all.

5. Reasonable adjustments

We recognise the importance of supporting candidates who may require adjustments to participate fully in our recruitment processes. We will:

- Offer reasonable adjustments at any stage of the recruitment process.
- Ask candidates proactively about any support or adjustments they may need.
- Treat any requests with sensitivity, confidentiality, and respect.

Examples of reasonable adjustments include providing information in accessible formats, offering additional time in assessments, or adapting interview locations or formats (e.g., remote interviews).

6. Recruitment process overview

Our recruitment process typically includes the following stages:

6.1 Role definition & approval

- Hiring managers define the role requirements, key responsibilities, and essential/desirable criteria with input from HR.
- All role profiles have inclusive language and are aligned with our DEI commitments.
- Senior Leadership Team approval is secured before recruitment begins.

6.2 Job advertising

- Roles are advertised internally and externally through a range of channels to reach diverse candidate pools.
- Job adverts are written in clear, inclusive language, avoiding gendered or biased terminology.
- We clearly state our commitment to diversity and inclusion and our willingness to provide reasonable adjustments.

6.3 Application & shortlisting

- Applications are assessed objectively against the criteria outlined in the job advert.
- Shortlisting is carried out by at least two individuals to minimise unconscious bias.
- Where possible, we use blind recruitment practices to reduce bias in early stages.

6.4 Interviewing

- Interview questions are structured and aligned to the requirements of the role.
- We aim for diverse interview panels where possible.
- All interviewers are trained in inclusive recruitment and unconscious bias awareness.
- Candidates are offered the opportunity to request reasonable adjustments before the interview.

6.5 Offer & Onboarding

- The successful candidate is selected based on merit and organisational fit.
- All offers are made in writing and clearly outline terms and conditions.
- Feedback is offered to all candidates upon request.
- Our onboarding process is designed to be welcoming, informative, and inclusive, ensuring new hires feel supported from day one.

7. Responsibilities

Hiring Managers are responsible for ensuring recruitment processes are conducted fairly and in line with this policy.

The HR team provides guidance, training, and oversight to ensure compliance and promote inclusive practices.

All employees involved in recruitment must uphold this policy and act in accordance with our organisational values.

8. Monitoring & review

We monitor our recruitment outcomes to assess the effectiveness of our processes in promoting diversity, equity, and inclusion. This includes:

- Collecting and reviewing anonymous diversity data.
- Monitoring feedback from new hires.
- Identifying and addressing any trends, gaps, or areas of concern.
- Updating this policy and related practices as necessary.

9. Reporting concerns

The HTA complies with the Equality Act, 2010 and understands its duties under the Act. Further information can be found in our *Equal Opportunities Policy* which is available on our intranet.



As an organisation, we treat any reports of discrimination seriously. If you have any concerns in relation to behaviour during a recruitment and/or selection process, please contact the HR team recruitment@hta.org.uk.

Should a report arise, the HTA will ensure it is thoroughly investigated and appropriate action taken in line with our policies and procedures.

Any breach of this policy may result in disciplinary action, including dismissal in cases of serious misconduct. We expect everyone to act in line with our values and to help maintain a culture of respect, safety and inclusion.