

**Recruitment Policy**

RunSmart’s recruitment policy is a statement on how we hire. It outlines our preferred hiring practices and promotes consistency within our employee recruiting process.

Once a current job role becomes available or if a new role within a team has been identified, managers and directors will discuss and agree to begin the recruitment process.

The appropriate managers +/- the director will discuss and define the job role to provide an accurate job description – which will include a short summery of the roles purpose and a list of responsibilities. They will agree on a list of responsibilities and requirements for any prospective candidates.

The job will be advertised, ensuring that the job advertisement style is consistent with our company’s unique voice and will ensure to avoid any complicated jargon and gender specific language.

Runsmart has a standard hiring process which involves the directors and relevant managers to screen all applicants CV’s and then carry out interviews with at least two directors/managers on the interviewing panel.

RunSmart is an equal opportunity employer and ensures all candidates are considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

It is of upmost importance that all potential candidates are aware that there are strictly no recruitment fees, directly or indirectly, in whole or in part, be it a permanent or temporary role. We also ensure that all current employees of the company are aware that we have zero tolerance of recruitment fees. We believe it is a joint effort to ensure we eliminate any such behaviour and therefore encourage employees to report any such instances where they or others may have been charged unfairly. Our employee handbook clearly states how any employee would go about whistleblowing without any detriment. If any such employee has been charged a recruitment fee, we will always reimburse them. We believe it is important to ensure that all our supplies and service providers are aware of our recruitment process and our lack of tolerance for recruitment fees and therefore make it available on our website.

At Runsmart, we will always inform candidates, that we have interviewed, if we have decided to reject their application and believe it is important for continual learning to provide rejected candidates with feedback that is brief and respectful.