



Recruitment Policy

January 2025

1. Introduction

NorthEdge's most valued resource is its employees. Therefore, it is essential that NorthEdge attracts, selects and retains employees of the highest calibre. The purpose of this policy is to ensure NorthEdge has a fair, open, consistent and effective process to attract and select high calibre candidates for positions which will maximise contribution to the business.

The core principles of our recruitment process are:

- ▶ To recruit the best person for the job
- ▶ To consider candidates on merit
- ▶ Ensure equal opportunities are embedded in the process
- ▶ To achieve and maintain the highest professional standards in the appointment of individuals to any position; and
- ▶ To recruit individuals that will embody NorthEdge's values and enhance NorthEdge's organisational performance and reputation

Recruitment planning decisions are made by the Firm's partners, taking into account:

- ▶ the nature, scale and complexity of the business conducted by the Firm;
- ▶ existing staffing levels;
- ▶ the type and degree of skills available;
- ▶ the potential development of current Partners and employees;
- ▶ future staffing needs at all levels;
- ▶ methods of work and employee management; and
- ▶ expected changes from the current situation both in the medium and short term.

2. Process and responsibilities

This policy and procedure encompass all activities which form part of the recruitment and selection process. It is applicable to all employee recruitment. For the policy and procedure to be effective it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and adheres to it.

The regulatory obligations on, and/or the guidance applicable to, the Firm in respect of Recruitment are covered by:

- (a) SYSC 4.2 – see paragraph 2(j) of the Firm's Compliance Procedures Manual; and
- (b) SYSC 5.1 – see paragraph 3(c) and (d) of the Firm's Compliance Procedures Manual

3. The Process / Guidelines

At NorthEdge, we follow the below recruitment guidance for recruitment activity across the business. It is not intended to constrain the business from responding to unplanned opportunities to bring great talent into the business as we recognise referrals from our existing employees and their professional contacts is one of the many ways that NorthEdge can bring in the best possible talent.

The guidelines are designed to support and challenge us in our thinking and our process to ensure that we can be robust in equal opportunity recruitment, inclusive in our approach and incorporates lessons learnt from previous recruitment processes.

NorthEdge guidelines for bringing talent into the business includes:

- ▶ Drafting the recruitment scope and job specification including:
 - Characteristics / attributes;
 - Experiences / skill sets required;
 - Consider a case study or skills-based assessment (role specific consideration); and
 - Requirement for a balanced and diverse shortlist and ensure that advertisements avoid stereotyping or using wording that may discourage particular groups from applying
- ▶ Identifying a shortlist of recruiters suitable for the role (where applicable). NorthEdge references the recruiters, including asking for case studies / examples of the role where they have experience of recruiting previously
- ▶ Walking through the job specification verbally with the recruiters, emphasising the need for drawing from a diverse talent pool
- ▶ Ensuring the output from the shortlist includes a CV and a summary paragraph on each candidate as to why they have been shortlisted
- ▶ Identifying the top 3-5 within this shortlist – this selection is carried out by the NorthEdge individual recruiting for the role
- ▶ The final shortlist will be interviewed by at least two representatives from the NorthEdge team recruiting for the role as well as a representative from elsewhere in the business to allow NorthEdge and the candidate to assess cultural fit

4. Selection

Decisions are objective and based on competency-based questions asked during the interview process, during which the candidate will meet multiple individuals from NorthEdge. Also taken into account is past career experience, technical skills and professional abilities, and aspirations. Selection is based on hiring the best person for the job.

5. Equal opportunities

NorthEdge is committed to ensuring equal opportunities throughout our recruitment and selection process. All stages of the process will see individuals treated equally and fairly. NorthEdge will endeavour to facilitate any special arrangements needed for disabled candidates to attend an interview at any of NorthEdge's offices. Please also refer to the Equal Opportunities & Diversity policy.

6. Offers

A successful candidate is then made a formal offer of employment in writing, subject to:

- ▶ the successful and satisfactory completion of the taking of references/regulatory references as required;
- ▶ proof of qualifications;
- ▶ an employee background check; and
- ▶ a basic criminal background check (where applicable)

all subject to the applicant's consent. Where an applicant does not provide consent for these checks to be undertaken the offer of employment may be withdrawn.

