

Silk & Leather

Recruitment Policy

## Scope

The Staff Recruitment Policy exists so Silk & Leather can attract the best possible talent for all roles. This policy relates to employment of all staff and volunteers, save Selina Starr (the CEO).

Silk & Leather prides itself on providing high quality apparel and accessories sourced ethically from producers. It is therefore vital for Silk & Leather to employ high quality and passionate people who resonate the values of its business model. In support of this objective, Silk & Leather hires the best possible talent.

## Principles

* Silk & Leather will ensure it maxims its opportunity to attract the best available talent. It will do so by broadly advertising all vacancies, and using multiple media and modes both internally and externally. This applies to volunteer and paid roles
* Silk & Leather will take all reasonable steps to ensure safe allocation and onboarding of new staff
* To encourage existing staff already familiar with the culture of the company and to reach their career potential, Silk & Leather will internally advertise all vacant positions to current staff and volunteers
* Silk & Leather is fully committed to providing a work environment that is free from bullying, harassment, or discrimination of any kind whatsoever
* Selection and recruitment procedures and hiring decisions will consider and fully reflect Silk & Leather’s commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, attributes, and qualifications as per the principle of meritocracy
* No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment, or political opinions

## Responsibilities

The CEO is ultimately responsible for implementing this policy and monitoring its performance, though they can delegate authority to the Business or Operations Managers.

It is the responsibility of functional managers and store managers to ensure that:

* They are familiar with the recruitment policies and procedures, and they follow them accordingly
* Staffing levels for their department are determined and authorised
* All roles have current position descriptions that specify role requirements and selection criteria

It is the responsibility of the operations manager, Ebony Hendrix, to ensure that:

* All relevant managers, inclusive of store managers, are aware of their responsibilities in the recruitment and selection process
* Managers are given continuous support and guidance in regards to recruitment and selection issues