

Recruitment Policy



**Bank of
Ireland**



1. Policy Statement

At Bank of Ireland our purpose is to enable our customers, colleagues and communities to thrive.

We are committed to reaching and recruiting people from a broad talent pool, and to opening career opportunities to all our people to enable them reach their full potential. The principles of equality, diversity and inclusion underpin all aspects of recruitment activity.

Our recruitment, assessment and selection practices are designed to meet our legislative and regulatory obligations, and to ensure we are an inclusive employer, attracting the best people with the skills, behaviours and capabilities to deliver on our strategic priorities and serve our customers brilliantly.

2. Scope

This policy and supporting procedures apply throughout Bank of Ireland Group to the internal and external recruitment of permanent, temporary and fixed term contract employees.

This policy does not form part of an employee's contract of employment and the Bank may amend it at any time. This policy replaces all previous Recruitment/Resourcing policies.

3. Risks

- ▶ The risk that Bank of Ireland is not compliant with relevant legal and regulatory obligations, including but not limited to equality legislation, right to work legislation, temporary agency work legislation, data protection and F&P/IAR regulations.
- ▶ The risk of failing to properly assess the suitability of applicants, and of biased decision making.
- ▶ The risk of escalation to a legal complaint which may give rise to further risks of financial or reputational damage.
- ▶ Risks associated with the external recruitment of a team of people who will work as a team in BOI.
- ▶ The risk of inadequate monitoring and reporting during the Pre-employment screening Process
- ▶ The risk of producing inaccurate reports e.g.(the UK Equality Monitoring report / GEC reports)
- ▶ The risk that decisions are made that are not in keeping with our Recruitment Charter and I&D aims
- ▶ The risk of solicitation of a contractor employed by a third party performing work on behalf BOI outside of terms of agreed contract.

4. Minimum Standards

- ▶ All Hiring Managers and Recruiters to be made aware of this policy and procedures – both of which are published on insite and where necessary updates are communicated to colleagues via insite /similar all colleague platform
- ▶ All recruitment activity to be carried out in line with this policy and associated procedures.
- ▶ All applicant data to be processed and managed in line with the Employee Data Privacy Notice and recruitment procedures.
- ▶ All applicants to be treated fairly and without discrimination on grounds of any personal and or protected characteristic, including age, gender, ethnicity, disability, marital/civil status, pregnancy/marital/family status, sexual orientation, religious or political beliefs, or membership of the Traveller community.
- ▶ All interviewers to have completed interviewing and unconscious bias training prior to interview.
- ▶ All external hires to have completed Pre-Employment Screening (PES) prior to commencing employment, and all appointees, both internal and external, to have satisfied any regulatory requirements before commencing.

5. Roles and Responsibilities

5.1 First Lines of Defence

a) All Colleagues (Applicants)

- ▶ Assessing their candidature against the specified criteria for the vacancy and completing the application process as specified in the advert.
- ▶ Participating in the relevant selection process as required.
- ▶ Seeking feedback and considering how this could be incorporated into their IDP.
- ▶ Providing the relevant pre-employment screening documentation on request.

b) Hiring Managers

- ▶ Writing the job description to accurately reflect the nature and responsibilities of the role, and ensuring the requirements are specific and appropriate to the role and that it is free of gender, age or other bias.
- ▶ Seeking approval through the governance process prior to commencing any recruitment activity.
- ▶ Working closely with the Recruitment Team to ensure all legislative and regulatory obligations are adhered to, while also delivering a great candidate experience.
- ▶ Completing the required training prior to interviewing, ensuring interview panels include at least 2 trained interviewers, are gender balanced, and ideally include people of varying ages, disability or ethnicity.
- ▶ Completing all relevant recruitment (e.g. governance, interview notes, feedback) and onboarding processes outlined in the recruitment procedures or communicated by the Recruitment Team from time to time.
- ▶ Ensuring that where there is external recruitment of teams of people who will work as a team in Bank of Ireland (as a whole or over a period of time) there is an assessment carried out of the context and any possible risk to the Group, and therefore how best to engage and manage the external team.
- ▶ Ensuring that no external hire commences before PES has been completed, and ensuring that all appointees have satisfied any regulatory requirements before commencing in the role.
- ▶ Ensure no solicitation of third party contractors occurs outside of terms of contract and ensure to adhere with relevant procurement policy regarding same

c) Line Managers

- ▶ Supporting colleagues with advice and assistance as they consider career opportunities, and helping them to use feedback as part of their IDP.
- ▶ Ensuring the colleague's transfer to the new role takes place within 1 month of offer. By exception this may be longer if agreed with the Hiring Manager, but may be no longer than the colleague's notice period.

d) Recruitment Team

- ▶ Communicating and supporting the implementation of this policy and procedures, acting as the internal source of expertise on the content and operation of this policy and procedures.
- ▶ Working with the Hiring Manager to develop an appropriate sourcing strategy for each vacancy, carrying out proactive searches, and shortlisting applicants for Hiring Manager review.
- ▶ Advising Hiring Managers on the use of assessments in the selection process.
- ▶ Managing the Pre-Employment Screening (PES) process to ensure all external candidates have completed PES, and all appointees have met any regulatory requirements before commencing in the role.
- ▶ Communicating the possible need for an assessment of risk where the external recruitment of a team is proposed.

5.2 Second Lines of Defence

a) People Services

- ▶ Assisting Business Units, Hiring Managers and Colleagues by providing advice and guidance on the minimum standards.
- ▶ Ensuring this Recruitment Policy is reviewed on an annual basis.

b) Group Risk

- ▶ Accountable for the provision of oversight and challenge of the application of this policy, and regulatory and compliance risk oversight and assurance for the Group.

c) People Services Risk

- ▶ People Services Risk provides assurance through monitoring of the minimum standards in this policy.

5.3 Third Line of Defence

a) Group Internal Audit (GIA)

- ▶ Group Internal Audit (GIA) provides independent, reasonable assurance to key stakeholders on the effectiveness of the Group's risk management and internal control framework;

- ▶ GIA carries out risk based assignments covering Group businesses and functions (including outsourcing providers - subject to the right to audit), with ratings assigned as appropriate.
- ▶ Findings are communicated to senior management and other key stakeholders, with remediation plans monitored for progress against agreed completion dates.

6. Review

- ▶ The Head of Organisational Effectiveness and Head of Recruitment will monitor the effectiveness of this policy, and review its design and implementation on an annual basis.
- ▶ Records documenting the adoption of the policy and any changes made to it will be maintained by the Head of Recruitment.

Bank of Ireland is regulated by the Central Bank of Ireland.

