RECRUITMENT AND SELECTION POLICY

1.0 INTRODUCTION

Middlesbrough Football Club ("Club") acknowledges and is committed to being accountable for the effective and consistent implementation of fair and safer recruitment procedures.

It is Club policy that Department Managers are responsible for recruitment in conjunction with the HR Department. The Club is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to age, sex, sexual orientation, gender reassignment, disability, marriage/civil partnership, pregnancy and maternity, race, religion/belief.

2.0 APPROVAL

A Department Manager who wishes to recruit must first obtain approval from either, the Chief Executive Officer or the Head of Business Operations and Community using an Authority to Recruit (ATR) form. Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically. If, however, the Department Manager wishes to upgrade a position, or create a new position, justification for this must be presented.

3.0 VACANCIES

It is Club policy to endeavour, where appropriate, to advertise vacancies internally via e-mail communication and notice boards to all staff within the Club. Existing employees are to be encouraged to apply for vacant positions if they have the appropriate qualifications, experience and skills.

The Club aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience, skills, personal and professional competencies will be assessed at the level that is relevant to the job.

Before embarking on the process of recruitment, the Department Manager must ensure that there is an up-to-date role profile or job description for the position. The role profile will describe the purpose of the role, the main accountabilities and level of seniority associated with the position. It will also describe the knowledge, type of qualifications, training, experience, skills, aptitudes and for senior positions, the personal and professional competencies required for effective performance of the job. The job description will state the main duties and responsibilities associated with the position and will be appropriate for more junior roles within the business.

4.0 ADVERTISING

Where the job is to be advertised, the proposed advertisement must be submitted to the HR Department for approval. Department Managers should also consider the best medium for advertising their vacancy in order to attract the best candidates. The Club will advertise all external vacancies on the MFC website and across a range of diverse forums and will endeavour to positively encourage

applications from under-represented groups. The Club will state its commitment to equal opportunities in all adverts and where possible adverts will feature the Disability Confident Employer logo. The Club will state on the MFC website and any other adverts that reasonable adjustments can be made to the recruitment and selection process if required by the applicant.

If a decision is made to engage the services of a recruitment agency, the Head of HR will ensure the agency selected is committed to applying equal opportunities throughout their processes. A copy of Club's equal opportunity policy will be given to the recruitment agency at the start of the process.

5.0 EQUAL OPPORTUNITIES

We endeavour, through appropriate training, to ensure that employees making recruitment and selection decisions will not discriminate, whether consciously or unconsciously, in making these decisions. Personal details of candidates and any direct reference to a protected characteristic will be removed from application forms before they are given to the Department Manager and/or other employees involved in the selection process for shortlisting to prevent any discrimination.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability. MFC is a Disability Confident Employer who is recognised as going the extra mile to give disabled people a fair chance and ensure they have the opportunity to fulfil their potential and realise their aspirations.

6.0 INTERVIEWS

Department Managers and/or other employees conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. For permanent positions, there should be at least two people involved in the interview process and the panel should be diverse, wherever possible. Interview questions will focus on the core values and behaviours of the Club, the needs of the job and the skills needed to perform it effectively. A record of every recruitment interview must be made and passed to the HR Department to be retained for a suitable period of time. On no account should any job offer be made during or at the end of an interview.

7.0 PRE-EMPLOYMENT CHECKS

It is Club practice to seek the successful candidate's consent for obtaining two written references and to ask for documentary proof of qualifications and right to work in the UK. Any offer of employment will be conditional on these being satisfactory.

7.1 Disclosure Barring Service Checks (DBS)

As part of an employee's job role, they may be required to undergo a criminal record check through the Disclosure Barring Service (DBS). The level of check required will be dependent on the responsibilities they have in relation to Vulnerable Persons within the scope of their role. This check will be completed prior to commencement of employment. The results of a DBS check will be considered on an individual basis and the Club will act in a proportionate manner when deciding whether or not to proceed with the appointment, following the

completion of a risk assessment. It may be a requirement that the DBS certificate is submitted to the FA and other relevant football authorities.

The FA requires employees to complete a DBS check every three years' and it is the responsibility of employees to ensure that they reapply for a DBS check in a timely manner and when requested to do so by the Human Resources Department. If this is not completed, the Club will carry out a risk assessment to decide whether it is acceptable for the employee to continue working. It is also a condition of their employment that they inform the Human Resources Department if they are convicted of any criminal offence. Employees will be required to complete a self declaration form on an annual basis and disclose all previous convictions, including spent convictions if they are working in a role which is exempt from the Rehabilitation of Offenders Act 1974.

This policy does not form part of the employee's contract of employment and we may amend it at any time.