

RECRUITMENT POLICY

Introduction

This Recruitment and Selection Policy is designed to ensure that Felix O'Hare & Company selects the best possible candidate for each job vacancy, solely on the basis of their relevant merits and abilities as measured against the requirements of the job specification.

A clear written Recruitment and Selection Policy ensures that all prospective employees are treated consistently and fairly and without discrimination.

Aims

This policy aims to assist the Company in achieving the following objectives:

- To recruit staff with the appropriate skills, both technical and personal, in order to meet operational and strategic requirements
- To work to a fair and equitable recruitment and selection procedure which is consistent with employment legislation and good practice and free from discriminatory practices
- To operate a recruitment process which supports the company vision and values
- To provide clear communication and expectation to both candidates and hiring managers

To deliver on these aims, our recruiting processes will:

- Identify the most suitably qualified individual to fill our roles
- Provide the widest appropriate pool from which to draw diverse and high quality talent
- Ensure candidates are selected for roles on the basis of open competition, whether internal or external, and defined as a field of at least three candidates to be interviewed for each role

Scope of the Policy

This policy applies to the recruitment and selection of all individuals across the Company.

This policy applies to all employees (and prospective employees) involved at any stage in the recruitment and selection process. In addition, any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy. The hiring manager is responsible for providing external parties with a copy of this policy prior to their involvement in the recruitment process.

Recruitment training is provided by the Company and is compulsory for all managers to attend. It is also the responsibility of all managers to familiarise themselves with this policy and act in accordance with it at all times.

Issue Date:

March 2026

Next Review Date:

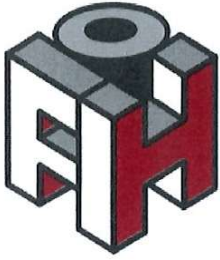
March 2027

Mark Campbell

Managing Director



FELIX O'HARE
& CO LTD



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Diversity and Equal Opportunities

This policy must be read in accordance with the Company's Equal Opportunities Policy.

We recognise the value of diversity to modern society and want to ensure that all attributes, talents and skills available are recognised when employment opportunities arise. We therefore welcome applicants from all sectors of society.

The Company's strategic aspiration is to be the partner of first choice for our customer's construction needs: chosen not necessarily on price but for the service and expertise we provide through our transparency innovation, performance, quality and integrity". This aspiration can only be achieved by recruiting the best possible people from a diverse range of backgrounds.

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