

# Cathays and Central Youth and Community Project (CCYCP) Sustainable Recruitment Policy 2025

## Policy Statement

At CCYCP, we are committed to recruiting in a way that is fair, inclusive, transparent, and supportive of long-term sustainability for our people and our organisation. We believe that equitable recruitment practices not only uphold our values but also strengthen our workforce by embracing diversity, fostering innovation, and ensuring long-term employee satisfaction and growth.

## Purpose

This policy aims to:

- Ensure recruitment processes are fair, objective, and free from discrimination.
- Attract and retain a diverse range of talented individuals.
- Promote lifelong learning and personal development.
- Build a sustainable work environment where employees can thrive.

## Scope

This policy applies to all recruitment activities undertaken by CCYCP, including permanent, temporary and volunteer roles.

## Policy Principles

### **Fairness and Non-Discrimination**

- All recruitment decisions will be based on the candidate's skills, experience, and alignment with our values and organisational needs.
- We do not discriminate on the basis of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

- Reasonable adjustments will be provided to ensure equal opportunities for candidates with disabilities.

### **Inclusive and Transparent Processes**

- Job descriptions and person specifications will be clear, focused on essential requirements, and use inclusive language.
- Interviews and assessments will be structured to ensure consistency and minimise unconscious bias.

### **Supporting Lifelong Learning**

- We recognise that sustainable recruitment extends beyond hiring: it includes nurturing talent.
- We will invest in onboarding, training, and development opportunities to help employees build fulfilling careers.
- Employees will be supported through personal development plans, coaching, and access to learning resources.

### **Wellbeing and Sustainable Work Practices**

- We aim to create a healthy, respectful, and supportive workplace that enables employees to achieve a good work-life balance.
- We will promote wellbeing initiatives and encourage open dialogue to ensure people feel valued and heard.
- By fostering an environment where people can grow and be happy, we reduce turnover and create long-term sustainability.
- {Please also read our *Wellbeing Policy*}.