

Recruitment, Staffing and Equality Policy

Policy Owner	Head of Modelling and Simulation Unit / HR Lead
Approved By	ARNECH Scientific & Strategic Advisory Board
Effective Date	2021
Next Review Date	January 2027
Version	3.0
Applies To	All ARNECH staff, consultants, subcontractors, and field teams
Last Updated	January 2025

1. Purpose

This policy sets out ARNECH's commitment to fair and transparent recruitment and staffing practices, to safeguarding against forced or bonded labour and human trafficking, and to equality and non-discrimination across the employment lifecycle.

2. Scope

This policy applies to all recruitment and staffing decisions made by ARNECH, including permanent staff, short-term consultants, and field enumerators, and extends to due diligence on subcontractors and staffing agencies engaged on ARNECH projects.

3. Policy Statement

ARNECH is committed to:

- Recruiting and promoting on the basis of merit, skill, and experience, free from discrimination on the basis of gender, ethnicity, disability, religion, age, or other protected characteristics
- Ensuring all workers, including field enumerators and subcontracted staff, are engaged voluntarily, are paid fairly and on time, and retain control of their identity documents
- Prohibiting the use of forced, bonded, or trafficked labour, and any recruitment fees charged to workers, anywhere in ARNECH's operations or supply chain
- Providing equal opportunity in recruitment, pay, training, and progression, and reasonable accommodation for staff with disabilities
- Verifying the right to work and the labour practices of subcontractors and staffing agencies prior to engagement

4. Roles and Responsibilities

- The HR Lead is responsible for recruitment processes, contract terms, and monitoring compliance with this policy.
- Unit Heads are responsible for ensuring fair, criteria-based selection in hiring decisions within their teams.
- Procurement and project leads are responsible for due diligence on staffing agencies and subcontractors prior to engagement.

5. Procedures

- All vacancies are advertised with clear, job-related criteria, and shortlisting and interview panels apply consistent, documented scoring.
- Contracts specify pay, hours, and terms in a language and form understood by the worker, with no retention of identity documents or unauthorised deductions.

- Staffing agencies and subcontractors are required to attest to compliance with anti-forced-labour and non-discrimination standards as a condition of engagement.
- Complaints of discrimination or unfair treatment in recruitment or employment are investigated using ARNECH's grievance procedure.

6. Reporting Concerns and Breaches

Concerns about recruitment practices, suspected forced labour, or discrimination should be raised with the HR Lead, a Unit Head, or through the confidential whistleblowing channel. Reports are investigated promptly and reporters are protected from retaliation.

7. Training and Awareness

Hiring managers receive guidance on fair, criteria-based selection and on recognising indicators of forced or bonded labour among subcontracted field teams. All staff receive an overview of this policy at induction.

8. Related Standards and References

This policy is aligned with the following external standards and frameworks:

UK Modern Slavery Act 2015 — <https://www.legislation.gov.uk/ukpga/2015/30/contents>

ILO Fundamental Conventions — <https://www.ilo.org/international-labour-standards/conventions-and-recommendations>

9. Monitoring and Review

This policy is reviewed by the Scientific & Strategic Advisory Board at least every two years, or sooner where changes in law, donor requirements, or organisational practice require it. Comments and proposed amendments may be submitted to the Policy Owner at any time.

Registration certificates, financial statements, and full policy documentation are available on request for prospective partners, clients, and funders as part of due diligence.

