



Recruitment Policy



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Purpose

Premier Lotteries Ireland recognises that the way we recruit our employees is fundamental to being an inclusive and diverse employer. Through this perspective, we ensure that our recruitment processes and policy reflect this approach to reduce any potential barriers that may exist for candidates. This includes ensuring that each part of the recruitment process has been evaluated to ensure that it is inclusive to all. For example, ensuring our job titles and descriptions are inclusive, and providing reasonable accommodation to anyone who requires it throughout the recruitment process.

This Policy outlines the Company's policy and practice in relation to Recruitment, Selection and Appointments. This is to ensure the timely appointment of the most suitable employees to achieve the objectives of the Company and to meet customers' requirements in compliance with Employment Equality legislation and the Company's Diversity & Inclusion strategy and policy.

Scope

The policy applies to all employees and prospective candidates of Premier Lotteries Ireland.

Approach

We consider our approach to recruitment and selection activities to be in line with best practice. Our procedures are fair, open, and transparent and aim to identify and select the candidate with the best knowledge, skills, and experience for each vacancy. Premier Lotteries Ireland is an equal opportunities employer and provides equality of opportunity to all candidates to select from the widest choice of candidates and minimise any skill shortages in the organisation.

This policy applies to all those who are applying for roles within the organisation and all persons involved in the recruitment and selection process.

Equal Opportunities Statement

At Premier Lotteries Ireland, we promote a positive working environment where people feel valued and supported, championing diversity to build an inclusive culture. We believe that this diversity builds a stronger organisation and is in keeping with our core values of being Open, Ambitious, Reliable, and Generous. Our policy, therefore, is to provide equal employment opportunities for all applicants and employees. This means that we comply with all applicable human rights and employment legislation, and we do not discriminate in any aspect of employment. We believe that our workforce should be representative of our diverse population, and we are committed to reducing barriers to enable those from marginalised communities access our opportunities. We do this in partnership with organisations who are experts in this space such as Open Doors Initiative.

As part of this, the Company is committed to doing its utmost best to provide applicants with reasonable accommodations that they may need throughout the entire recruitment process. We are fully committed to a policy of treating all employees equally, with dignity and respect and providing a safe working environment.

The Employment Equality Acts, 1998-2015 and the Equal Status Act, 2000-2015 outlaw discrimination in employment, vocational training, advertising, collective agreements, the provision of goods and services, education, property, and other opportunities to which the public generally have access.

To this end, the Company will provide equal opportunities for employment, specifically in relation to: -

- a) access to employment
- b) conditions of employment
- c) training and development
- d) promotion or re-deployment
- e) classification of positions

regardless of gender, marital status, family status, race, religion, sexual orientation, age, disability, or membership of the travelling community.

Premier Lotteries Ireland values all its employees and welcomes all developments in relation to equality issues.

Our Recruitment Process

1. Pre-recruitment approval process

The pre-recruitment approval process is completed by the relevant people within PLI.

2. Method of Selection

Selection for permanent and fixed term appointments will be made by means of internal and/or external competition. Certain temporary appointments may be sourced through recruitment agencies or headhunting.

3. Advertising the position

Job Advertisements will be posted online on lottery.ie, LinkedIn, Irish Jobs, and Open Doors Initiative to ensure access to a diverse pool of applicants. This will include the requirements of the job, the qualifications, and any other requirements. All job advertisements will also be posted on the Company intranet site.

4. Applications

A CV will be sought from the candidate through our HR Information System (Personio). Each candidate is required to fill out a short application form, which includes providing their contact details, citizenship (as proof of entitlement to work in Ireland is required), and who they were referred by (the name of the PLI employee if applicable). A cover letter is not required.

5. Screening

The screening process may incorporate a sequence of assessment and screening techniques. Screening will be carried out by matching details of applicants to the job requirements. The organisation aims to ensure that all selection for shortlisting will be free from any

discrimination or bias and that each application will be dealt with on its merits. The screening process will be as follows:

External Applicants

Initial screening and shortlisting will be based on the job requirements as set out in the relevant role profile. For any roles which require travel, a full clean valid driving licence will be required.

Candidates who clearly satisfy the requirements of the position (evidence of experience / technical skills / qualifications) will be brought forward to the next stage of the selection process. HR will conduct initial screening and present a shortlist of candidates to the Hiring Manager for interview stage. Successful candidates will be contacted with details of the next stage.

6. Assessment

The formal interview should include a minimum of two interviewers. The interviewers will have a preparatory meeting in advance of the interview process to agree on the competencies and behaviours which will be assessed at interview.

A diverse interview panel will be provided where possible, but this may not always be feasible. This may be through having a panel that has a diversity of gender, age, disability, sexual orientation, religion, civil status, family status, race, or come from different departments and socio-economic backgrounds.

Certain roles may require a presentation element; this will be advised in advance.

From time-to-time other assessments may also be included in the screening process such as a second-round interview. For senior hires, psychometric assessments may also be required. Candidates are able to request for reasonable accommodation as part of this if required.

7. Evaluation

At the end of the interview, each member of the interview panel will compare the attributes of the candidates against the specific criteria in the role profile and person specification. Candidate will be scored on the interview evaluation form in the HRIS that has been designed to reflect the essential and desired criteria in the person specification. Each candidate will be evaluated against the STAR (Situation, Task, Action, Result) method for each criterion or competency. This ensures that all candidates are evaluated equally to eliminate bias. Fair and proper procedures will be followed. The hiring manager will identify a preferred candidate/candidates from the interview process.

8. Vetting

Human Resources will conduct a vetting process in line with the code of practice for vetting. This code is agreed with the Regulator of the National Lottery and is a requirement under our licence to operate. Vetting includes the following:

- 2 x references (1 being their most recent role)
- Proof of Entitlement to work in Ireland (copy of passport or visa)
- Security Declaration (to confirm no criminal convictions aside from road traffic offences)

- Proof of educational qualifications where required for the role (i.e Accountants, Legal etc)
- A pre-employment medical

Pre-Employment Medicals

As outlined above, all prospective employees will be required to undertake a pre-employment medical with the Company Doctor to ascertain the candidate's fitness to attend work regularly and undertake the role responsibilities. This report will be provided to HR on a confidential basis and any reasonable accommodations identified will be supported by the Company where feasible.

Employees can request a copy of their report from HR.

Offer of Employment

All offers are to be made by a HR Representative to the preferred candidate following the selection process. Once a verbal acceptance is received, any outstanding details concerning the job and the package will be clarified, and a start date will be agreed. An offer of employment remains subject to satisfactory medical and references.

Once all details have been confirmed the Employment Contract will be issued, they will be issued with several New Starter Policies (see Appendix). On receipt of returned and signed contract and documents as issued above, HR will then arrange the countersignature of the contract and complete the onboarding process in the HRIS.

All employee files will be held centrally in the HRIS where all employee details will be stored. HR will contact all other candidates in the selection process to update them as to the status of their application at the appropriate time during the recruitment process.

New Starter Process

HR will notify the Access Requests list with the new starter details. HR will create / amend the following HR Data Sources – Personio, Concur, Intranet, LinkedIn Learning.

For internal candidates, a contract amendment will be issued in the event of changes to job title or terms and conditions of employment and payroll will also be notified (if applicable).

Feedback is available on request for unsuccessful candidates by the Hiring Manager for internal candidates and a HR Representative for external candidates.

Probation

Appointments are subject to the satisfactory completion of a 6-month probationary period.

Formal probation assessments will be conducted at regular intervals during probation for all appointments. In exceptional circumstances a probationary period may be extended beyond 6 months. Any such exception should be agreed with the relevant Head of Function and HR Operations Manager.

All new entrants will be provided with an induction, tools, resources, and training where required to support them in their role.

Records

The Company will retain applications and evaluations from the recruitment process for at least one year. After this, the information will be anonymised. All other documentation will be confidentially disposed following the completion of the recruitment campaign.

Professional Standards

The Company is committed to providing relevant training to any employees involved in the recruitment process. This includes inclusive recruitment training and continued professional development for HR Managers and Specialists. The Company will also only work with approved external recruitment and occupational assessment specialists only.

For senior hires, the selection of ability and psychometric tests will be based on the job specification and person profile and will be determined by qualified HR employees (based, where necessary, on external expert advice). The administration, scoring and interpretation of test data and psychological evaluations will be restricted to authorised, qualified personnel in Human Resources (or approved external experts).

If any employee has a disability and believe they need adjustments to their job or workplace, they can request reasonable accommodation. Once the request is received, PLI will review and aim to provide any appropriate reasonable accommodations once they are feasible for the requirements of the business. For some specific job roles, there may be a requirement for particular physical or medical fitness-for-work standards. In these situations, it will be clearly indicated in the job description with the relevant rationale.

Company guidelines and strict confidentiality will be observed at all times in relation to the treatment of ability test scores, psychological evaluation reports, pre-employment references, medical examination, security declaration, and probation reports.

Appendix: New Starter Policies

- Code of Conduct
- Anti-Bribery and Corruption Policy
- Equality, Diversity & Inclusion Policy
- Reasonable Accommodation Policy
- Dignity & Mutual Respect Policy
- IT User Policy
- Whistleblowing Policy
- IT Security Policy
- Data Protection Policy
- Health & Safety Statement
- Undertaking of Secrecy

- Fire Evacuation Procedures
- Any other appropriate policies / forms.