



Policy	Date of approval	Date of policy review
Safer Recruitment Policy	May 2022	May 2023

## 1. Introduction

Established in 2003, WageIndicator Foundation is an independent non-profit organisation whose mission is to promote transparency in the labour market by sharing and comparing income data through its network of national websites.

WageIndicator has operations in more than 200 countries worldwide. With headquarters in Amsterdam, the Foundation has regional offices in Islamabad, Bratislava.

The aim of the Safer Recruitment policy is to have appropriate procedures in place to deter, reject or identify people who might harm children, young people or vulnerable adults or are otherwise unsuited to working with them.

## 2. Context for Safer Recruitment at WageIndicator

WageIndicator does not have any direct contact with children in the community in the course of its data gathering work and its contact with vulnerable adults is through face-to-face surveys that it conducts with workers either in the company premises or outside the workplace. On rare occasions data collectors may make home visits to gather data on the cost of living. WageIndicator has arrangements in place to ensure that the recruitment of the interviewers it commissions reflects its safer recruitment procedures where risks have been identified and induction briefings include awareness of its safeguarding policy and code of conduct.

Within the workspace, WageIndicator works with a small number of university interns under the age of 18. Regardless of the age of the intern, WageIndicator recognises that there is a power imbalance between the intern and their supervisor. WageIndicator has appropriate measures in place through its safer recruitment policy, code of conduct and awareness raising activities for its staff and interns to reduce the risk of harm to all its staff and interns.

WageIndicator has processes in place to risk assess all appointments where there is potential for contact with young people under eighteen in the work-place and in the community. It has put in place guidelines to reduce the risk of unsuitable people entering the organisation and to ensure that its recruitment processes are transparent and fair.

WageIndicator's safer recruitment policy applies to supervisory board members, directors, international staff, its employees (full time or part time) working across the globe, interns, consultants and contracted individuals for specific projects.

### **3. Guiding Principles**

Safer Recruitment at WageIndicator is guided by the following principles:

#### **3.1. Diversity, Equality and Inclusion**

WageIndicator is an equal opportunity and merit employer, offering employment to suitable individuals who exhibit and are willing to ascribe to our mission and values. WageIndicator will not discriminate age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, or belief, sex, and sexual orientation.

#### **3.2. Transparent Processes**

WageIndicator will follow recruitment, selection and hiring processes that:

- Are fair, transparent, merit based.
- Use a systematic approach and consistent standards to select the most suitable candidate.
- Are compliant with relevant audit and legal requirements.
- Ensure that appropriate background and identity verification checks are carried out (including criminal records checks, where appropriate).
- Ensure personal information is kept confidential.

### **4. Recruitment Authority**

Approval for recruitment and final selection sign off rests with the Director of Operations and General Director. The approval for the post of the General Director rests with the Supervisory Board.

#### **4.1. Recruitment Process**

The recruitment process, outlined below, provides clear guidelines to hiring team members on the steps to be followed and applies to all types of recruitment i.e., regular, short term, consultancy, and internships.

#### **4.2. Basis for Recruitment**

Recruitment will only take place after WageIndicator's General Director has:

- Approved the position.
- Provided for the position in the organisation's structure.
- Approved a job description or terms of reference for the position,
- Approved a risk assessment for candidates who, on the rare occasion will have unsupervised contact with vulnerable groups, in order to establish whether relevant background checks will be required in addition to the usual references and if so, what the level of these checks will be.

### **5. Vacancy Announcement**

All potential vacancies are risk assessed for safeguarding (as set out above) and all vacancy advertisements shall include a statement about the organisation's commitment to safeguarding vulnerable groups and the measures it will take to ensure it employs/contracts individuals that are best suited to serving the organisation's purposes. WageIndicator's job adverts will bear the following statement to communicate our pledge to uphold our commitment to safeguarding.

*"WageIndicator's recruitment and selection policies and procedures reflect our commitment to the safety of children, young people and vulnerable adults. Any appointment is subject to commitment to our Safeguarding Policy and satisfactory references and, for some roles, appropriate background checks".*

### **5.1. Short listing and interviews**

- Only candidates who meet the requirements of a vacant position and who are considered suitable for the position will be shortlisted for an interview using the criteria advertised. Short listing will be undertaken by hiring team members and at least one member will be trained in safer recruitment where the post will require unsupervised contact with children, young people and vulnerable adults.
- For relevant posts the selection process will include an assessment of the candidate's understanding of and commitment to safeguarding.
- Information about previous employment will be sought and satisfactory explanations will be obtained for any gaps in employment that haven't been accounted for.

### **5.2. Background Checks, Identity Verification and References**

- On the rare occasion that staff members will have unsupervised access to vulnerable groups, prospective staff members whose post involves contact with children, young people or vulnerable adults will be subject to a background check of an appropriate level where eligible. Where the post is eligible, we will seek the highest-level background check available in the country of residence of the potential post holder.
- WageIndicator recognises that it may be difficult to obtain police checks and references in some operating contexts, or their reliability may be questionable. No single check will guarantee someone's suitability for working with children, young people and vulnerable adults. The background check where possible will form part of the whole recruitment process.
- All background checks will be requested following verification of a candidate's identification through legally recognised documentation, such as a passport, driving licence, national identity card or equivalent.
- Where there is an absence of systems for background checks, WageIndicator will adopt a pragmatic approach and put in place additional steps. Character references will be sought from professional sources, such as College or University authorities and tutors. WageIndicator may also seek permission from potential candidates to approach organisations that can provide relevant information.
- Before a position that requires unsupervised contact with vulnerable groups is confirmed, two satisfactory written references must be received, one of which should be from the current or more recent employer. All references should always be sought using a template provided by WageIndicator which states we may follow up a written reference with a request for a telephone discussion with the candidate organisation's head of Human Resources.
- WageIndicator's reference template will explicitly request confirmation of a candidate's previous commitment to and appreciation of safeguarding values.

### **5.3. Managing concerns identified through background checks**

- In the course of conducting background checks, WageIndicator may come across confidential information that suggests an individual's unsuitability to work with vulnerable groups. Where such situations arise, the hiring manager will work closely with the Director of Operations in managing the communication process to the applicant and informing relevant statutory bodies, reflecting national guidance in the country of residence of the applicant.

### **5.4. On-Boarding**

- All new hires will be made aware of the WageIndicator's safeguarding policy and contact details of our safeguarding leads. The employee will receive a copy of the organisation's Safeguarding Policy, its Code of Conduct, and its Whistleblowing Policy.
- Staff members, as well as anyone working on behalf of WageIndicator will read and sign the Code of Conduct.

- Staff will receive mandatory safeguarding training as part of their induction, as well as annual refresher training. The induction process will cover the safeguarding values of WageIndicator.

## **6. Monitoring and Review**

The Director of Operations will be responsible for ensuring that this policy is monitored to ensure application. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit, and the findings will be presented to WageIndicator's supervisory board.

WageIndicator

May 2022