



## **WaveUp Radio**

### **Recruitment & Selection Policy**

#### **1. Purpose**

WaveUp Radio is committed to fair, transparent and inclusive recruitment practices that promote equality of opportunity and support a diverse workforce.

This policy outlines the principles and procedures used when recruiting employees, freelancers, volunteers, presenters and contributors.

WaveUp Radio aims to recruit individuals based on merit, skills, experience and suitability for the role.

---

#### **2. Scope**

This policy applies to:

- Employees
- Freelancers
- Volunteers
- Presenters
- Contractors
- Work experience placements
- Recruitment agencies acting on behalf of WaveUp Radio

---

#### **3. Equality & Diversity Commitment**

WaveUp Radio is committed to promoting equality, diversity and inclusion throughout recruitment and selection processes.

The organisation will not discriminate on the basis of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race, ethnicity or nationality
- Religion or belief
- Sex
- Sexual orientation
- Socio-economic background

Recruitment practices will align with the principles of the Equality Act 2010.

---

#### **4. Recruitment Principles**

WaveUp Radio will aim to:

- Recruit fairly and consistently
  - Encourage applications from underrepresented groups
  - Promote equal access to opportunities
  - Select candidates objectively
  - Maintain professional and respectful recruitment practices
  - Ensure appointments are made on merit
- 

#### **5. Advertising Vacancies**

Where appropriate, opportunities may be advertised through:

- The WaveUp Radio website
- Social media platforms

- Community networks
- Industry and media platforms
- Educational and training organisations

Role descriptions should clearly outline:

- Responsibilities
  - Skills and experience required
  - Expectations and working arrangements
  - Application deadlines
- 

## **6. Applications**

Applicants may be asked to submit:

- CV or résumé
- Cover letter
- Portfolio/demo material (for broadcasting roles)
- Relevant references where appropriate

All applications will be treated confidentially.

---

## **7. Selection Process**

Selection methods may include:

- Application review
- Interviews
- Auditions or demo submissions
- Skills assessments
- Reference checks

Selection decisions will be based on:

- Skills and suitability

- Relevant experience
  - Professional conduct
  - Alignment with organisational values
- 

## **8. Interviews**

Interviews should be conducted fairly and consistently.

Where possible:

- More than one person may participate in interviews
- Questions should relate directly to the role
- Applicants should be treated respectfully and professionally

Reasonable adjustments will be considered for applicants with disabilities or additional needs.

---

## **9. Safeguarding & Compliance**

WaveUp Radio reserves the right to:

- Verify identity and references
- Conduct appropriate safeguarding checks where required
- Refuse applications where suitability concerns arise

Certain roles involving young people or vulnerable individuals may require additional safeguarding procedures.

---

## **10. Volunteers & Community Contributors**

WaveUp Radio values community participation and may offer volunteer opportunities to support:

- Broadcasting
- Events
- Content production

- Community engagement

Volunteers will be treated fairly and respectfully and provided with appropriate guidance where possible.

---

## **11. Data Protection**

Applicant information will be:

- Stored securely
- Used only for recruitment purposes
- Managed in accordance with UK data protection legislation

Unsuccessful applicant information may be retained for a limited period where appropriate.

---

## **12. Complaints**

Applicants who believe they have been treated unfairly during recruitment may raise concerns through the WaveUp Radio Complaints Procedure.

---

## **13. Monitoring & Review**

WaveUp Radio may monitor recruitment diversity data anonymously to:

- Improve inclusion
- Support equality objectives
- Meet regulatory requirements

This policy will be reviewed periodically to ensure continued effectiveness and compliance.

---

## **14. Responsibility**

Management and anyone involved in recruitment are responsible for:

- Applying this policy fairly

- Maintaining confidentiality
  - Promoting equality and professionalism
- 

## **15. Policy Approval**

**Organisation:**

WaveUp Radio

**Approved by:**

PrimeVortex Holdings Limited

**Effective Date:**

1 May 2026

**Review Date:**

1 May 2027