

11/12/2023

The HERstory Project Recruitment Policy

Last Updated: 11/12/2023

The HERstory Project is committed to a fair, transparent, and inclusive recruitment process that attracts diverse and talented individuals to contribute to our mission. This Recruitment Policy outlines the principles and procedures we follow during the recruitment of volunteers or team members.

1. Equal Opportunity

- 1.1 Equal Consideration: All applicants will be considered based on their qualifications, skills, and experience, without discrimination based on race, colour, religion, gender, sexual orientation, gender identity, national origin, age, disability, or any other characteristic protected by law.
- 1.2 Inclusive Outreach: The HERstory Project actively encourages individuals from diverse backgrounds to apply and ensures that recruitment efforts are inclusive and accessible.

2. Position Descriptions

- 2.1 Clear and Accurate Descriptions: All positions will have clear and accurate descriptions outlining the responsibilities, qualifications, and expectations.
- 2.2 Inclusive Language: Position descriptions will use inclusive language to attract candidates from various backgrounds and experiences.

3. Recruitment Process

- 3.1 Application Process: The HERstory Project will maintain an accessible and straightforward application process, ensuring that all interested individuals can easily apply.
- 3.2 Review and Selection: The recruitment team will conduct a fair and thorough review of all applications, considering the qualifications and skills required for the position.

4. Diversity in Panels

- 4.1 Diverse Interview Panels: Where possible, recruitment panels will include individuals from diverse backgrounds to minimize biases and promote a fair evaluation of candidates.

5. Transparency

- 5.1 Communication with Applicants: Applicants will be kept informed at key stages of the recruitment process, providing updates on the status of their application.
- 5.2 Feedback: The HERstory Project is committed to providing constructive feedback to candidates, upon request, regardless of the outcome of their application.

6. Confidentiality

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6.1 Confidentiality of Information: All personal and sensitive information obtained during the recruitment process will be treated with confidentiality and handled in compliance with applicable data protection laws.

7. Continuous Improvement

7.1 Evaluation and Feedback: The recruitment process will be periodically evaluated to identify areas for improvement. Feedback from both successful and unsuccessful candidates will be sought to enhance our practices.

8. Compliance with Laws and Regulations

8.1 Legal Compliance: The HERstory Project will adhere to all relevant laws and regulations related to recruitment, including but not limited to equal employment opportunity laws and data protection regulations.

9. Review and Revision

9.1 Regular Review: This policy will be regularly reviewed to ensure its effectiveness and relevance. Changes will be made as necessary and communicated to the relevant individuals.

By participating in the recruitment process of The HERstory Project, applicants and team members acknowledge their commitment to these principles and policies. Together, we strive to build a diverse and inclusive community that reflects the richness of varied perspectives and histories.