

Employment Process

Pollution and Process Monitoring is a responsible Company and has a duty of care to its employees, our customers and the environment.

Our employees are carefully selected to ensure that they have the necessary qualifications, skills and character to competently represent our Company.

PPM is an equal opportunity employer and the employment process needs to be fair to all candidates whilst allowing the Company to find the best individual for a vacant position. A vacant position is advertised locally in press, on our website and using social media to invite candidates with relevant knowledge, qualifications and experience.

Candidates must apply in writing and provide curriculum vitae with supporting information which is used to short list individuals for interview. Face to face interviews are then held to evaluate the suitability of a candidate and discuss previous employment history.

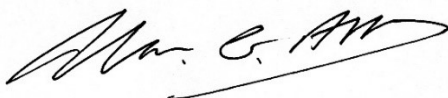
Following an initial interview, candidates may be invited to attend PPM premises for a second interview where additional departmental personnel may also attend to assess relevant skills. When a suitable candidate has been selected, references are contacted to check previous employment or educational history and where applicable character references may also be contacted.

Prior to employment the following documentation is copied and held in an employee's personnel file:

- Copy of passport
- Copy of driving licence
- Copy of birth certificate
- Copy of National Insurance number
- Current account bank details
- Copy of qualifications (where applicable)
- Copy of training certificates (where applicable)
- Next of Kin The information provided is also further checked during the induction process.

It is important for PPM to follow this process to demonstrate due diligence and ensure that employees have the right to work.

For and on behalf of Pollution & Process Monitoring Ltd



Alan G Apps

Director