

Recruitment and On-boarding

COVID-19 Guidance for applicants

Thank you for applying for a job with Babcock.

Due to the COVID-19 pandemic, we need to ensure that our recruitment and on-boarding processes are regularly reviewed and adapted, as required, to ensure we're compliant with the latest government advice. We are striving to protect both our current and future employees by acting in a responsible way which reflects the restrictions we may face.

In the current situation, all workers, other than critical workers (now referred to by UK Government as essential workers) are asked to work from home (workers in England who cannot work from home should go to work wherever possible). This will be under regular review in line with government advice. These circumstances will impact on our ability to on-board new employees. We will prioritise the recruitment and on-boarding of essential workers. All other recruitment and on-boarding is subject to delay.

We will be continuing with some recruitment activity but implementing relevant recommendations below to ensure that this is done in a responsible way with consideration of the unprecedented circumstances we are facing.

There is a risk that less resource is available to support recruitment and induction activities due to illness, self-isolation or the limitations of remote working.

What impact does COVID-19 have on the recruitment and on-boarding process?

- ✓ If you applied to a role which is not categorised as 'essential' or which cannot be performed by remote working, the recruitment process is likely to be affected. This may mean that your application may be delayed
- ✓ Interviews may not be in the traditional face-to-face format. Interviews may be held face-to-face or by phone, video call or online interview. You will have advance notice if we would like to arrange an interview slot with you and more information will be provided about the format by the recruitment team
- ✓ It is likely that the start date for successful candidates may need to be postponed. Start dates will be provisional and subject to change
- ✓ If new employees commence employment during the COVID-19 pandemic, they may not experience a typical Babcock induction, particularly if they are not based on-site.

When can new employees start?

There are a number of factors which may make it difficult for us to commit to a realistic start date. For example, illness may affect the availability of Babcock employees and there could be limitations in the availability of equipment and work which could be performed remotely by a new employee.

As a result, all start dates are provisional and subject to change.

If I start work with Babcock during the pandemic, would I go to an induction session?

New employees usually attend an induction session which is held on-site. During this pandemic we will not be holding our regular induction sessions. We will make arrangements for new employees to complete an amended induction which does not require attendance at an induction session.

This advice is valid at the time of publication and changing government advice and Babcock working practices take precedence at any particular time.