

STANDARD OPERATING PROCEDURES



THE COMPANY

MJH Recruitment Solutions was set up in 2006 by Marcus Howe who has 17 years experience in the property recruitment industry, specialising in surveying and project management within the consultancy sector.

MJH Recruitment Solutions successfully provides recruitment solutions to consultancy businesses throughout the UK, in particular London and the South East, and occasionally Internationally. We work in close partnership with our clients and provide a confidential and comprehensive recruitment service. We aim to provide the best possible service to both candidates and clients. MJH Recruitment Solutions operates from one office in the UK. Marcus Howe is Director and sole shareholder in MJH Recruitment Solutions Limited.



Marcus Howe, Director

QUALITY STANDARDS

MJH Recruitment Solutions is a corporate member of the Recruitment Employment Confederation (No. 00068790) and, as such upholds a strict code of recruiting ethics and conduct.

We have an ongoing objective to provide a complete quality service which not only meets but exceeds the expectations and requirements of all our clients.

We are an equal opportunities employer and support diversity. We take particular account of current legislation & general codes of practice covering agencies. It is the policy of MJH Recruitment Solutions not to treat one person or group of people less favourably than others. Our Equal Opportunities Policy and Disability Discrimination Policy states that we will not discriminate against the employment of disabled persons laid down by the Disability Discrimination Act 1995. We avoid discrimination on the grounds of age, race, religion, sex or sexual orientation laid down in the Age Discrimination Act 2006, Race Relations Act 1976, Communications Act 2003, Sex Discrimination Act 1975 and Sexual Orientation Act 2003. All of our records are held in the strictest of confidence in accordance with the Data Protection Act 1998.

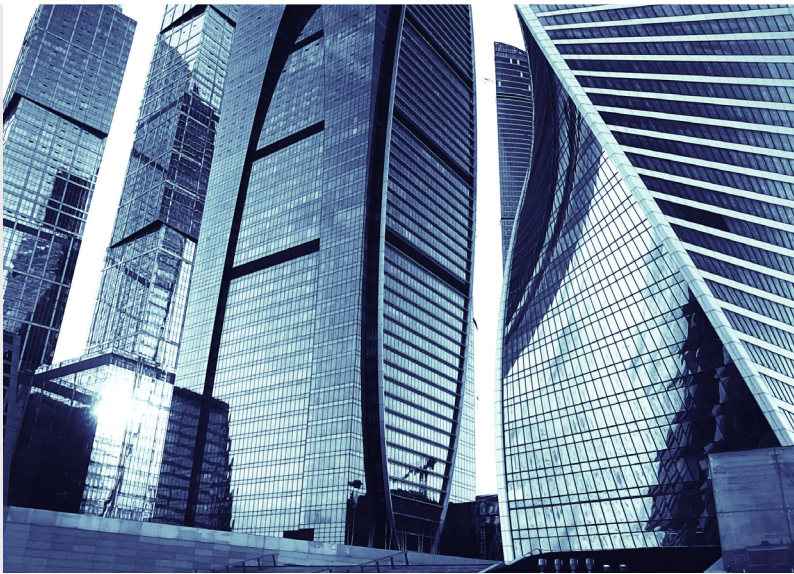
We believe that the promotion of equality means treating all people equally whilst respecting diversity.



MISSION STATEMENT

We are committed to providing an excellent service for candidates and clients alike. Our aim is simple: to get the right match for our customers, whilst saving time and money.

Loyalty, honesty and confidentiality are vitally important to us and nurturing long-term relationships is the key to our success.



PARTICULAR AREAS OF SPECIALITY:

We recruit at all levels of expertise, from trainee to director level. We are particularly focused on placing permanent staff in London and the South East. We find people positions in:

- **Quantity Surveying / Cost Management**
- **Building Surveying**
- **Project Management**



RECRUITMENT OF PERMANENT STAFF

Our standard procedures;

- Always agree clear terms of business as soon as possible
- Comply with all relevant legislation
- Ensure candidates are suitable for all opportunities
- Take up references - if requested by client
- Check identity of candidate
- Respect client and candidate confidentiality
- Be accountable for our actions



RESOURCING PROCESS

