

# Local Hiring Policy

## **Purpose**

Design Works (Cumbria) Ltd is committed to supporting local communities by prioritising local employment opportunities wherever feasible. This policy sets out how we promote local hiring to strengthen the local economy, reduce environmental impact associated with commuting, and increase access to employment within the communities where we operate.

## **Scope**

This policy applies to all recruitment and hiring decisions across the company, including permanent, fixed-term and contract roles.

### **1. Commitment to Local Hiring**

Designworks commits to prioritising candidates from the local area where the company operates, provided that role requirements, skills and experience can be met.

Local hiring is intended to support community resilience, retain skills within the local economy and contribute to sustainable employment opportunities.

### **2. Recruitment Practices**

Where possible, job opportunities are promoted in ways that are accessible to local candidates. Recruitment decisions are based on merit, skills and alignment with role requirements, while ensuring local candidates are fairly considered.

This approach is applied consistently across recruitment activity and does not override equal opportunity or non-discrimination commitments.

### **3. Fair and Inclusive Hiring**

Designworks remains committed to fair, inclusive and non-discriminatory hiring practices. Local hiring preferences are implemented alongside our Diversity, Equity and Inclusion Policy to ensure equal opportunity for all applicants.

### **4. Monitoring and Review**

Local hiring outcomes are reviewed annually using internal recruitment records. Findings are used to inform workforce planning and support continual improvement in recruitment practices.

### **5. Responsibility**

The Managing Directors are responsible for implementing this policy, ensuring alignment with wider workforce and community commitments, and maintaining appropriate records for audit and verification.