









It is important that all those involved in the selection and recruitment process treat all applications in strict confidence.

**Review**

*Employment policies will be reviewed and amended from time to time by the Company in line with legal requirements, business objectives, operational needs, and for other reasons that may arise. The Company will endeavour to notify staff of some key changes; however it is the responsibility of all employees to keep themselves up to date with the current versions of employment policies either as made available via the Human Resources intranet page or via hard copy. Please therefore revisit all employment policies at regular intervals, and refer to relevant policies as when the need arises.*

LAS per AQR 20221