

# **Unsolicited CV Guidelines**

### **Purpose**

These guidelines outline News UK's stance on the submission of unsolicited CVs and applications from recruitment agencies and other third-party organisations. It is aimed at ensuring clarity, transparency, and fairness in our recruitment processes while protecting the interests of our organisation.

Nothing in these guidelines prevents any candidate directly approaching News UK in respect of its vacancies.

#### Guidelines

# 1. No Unsolicited CVs Accepted

News UK does not accept unsolicited CVs or candidate applications from recruitment agencies or other third-party organisations unless a prior written agreement is in place.

# 2. No Fees Payable

In the absence of a signed agreement between News UK and a recruitment agency or other third party in respect of a relevant vacancy, no fees or charges will be payable in the event that a candidate is hired by our organisation.

### 3. Preferred Supplier List (PSL)

News UK works exclusively with a Preferred Supplier List (PSL) of recruitment agencies. Agencies not on our PSL are prohibited from submitting CVs or candidate details unless explicitly requested by News UK in writing in advance.

#### 4. Candidate Ownership

Any unsolicited CVs sent to News UK without prior agreement will not establish ownership of that candidate. If the same candidate is later introduced to us or hired by us through our own recruitment efforts or via an agency on our PSL, no fees will be owed or paid to the agency or other third party that submitted the unsolicited CV.

# **Procedure for New Agencies**

- 1. Agencies wishing to work with News UK must contact our HR department at <a href="mailto:careers@news.co.uk">careers@news.co.uk</a> to express their interest.
- 2. Agencies may only submit CVs or candidate details once a signed agreement is in place and specific vacancies have been assigned to them, at the discretion of News UK.

#### **Contact Information**

For any queries regarding this policy, please contact our HR department at: careers@news.co.uk













