



Contract Mining | Mining & Construction Equipment

<b>HUMAN RESOURCES POLICY</b>	
<b>POLICY TITLE – RECRUITMENT &amp; SELECTION</b>	
<b>CUSTODIAN: HUMAN RESOURCES DEPARTMENT</b>	
<b>POLICY VERSION: 001</b>	<b>DATE: MARCH 2021</b>

**1.0 Purpose**

This policy is to ensure that procedures used to select applicants for employment are fair and they comply with the labour law (Act 651).

**2.0 Policy Statement**

It is Company policy to fill all vacancies from within the Company depending on the qualifications and abilities of existing staff. Vacancies may be filled from outside the Company only where suitable candidates are not available internally.

- a. Recruitment should only take place after the most careful assessment of the need.
- b. Recruitment shall be related solely to the applicant’s suitability for the job requirement and shall not be influenced by race, creed or sex.
- c. All appointments shall be made subject to medical fitness.
- d. All newly engaged employees shall normally be paid the minimum rate for their particular grade, except for his/her experience, qualifications and ability.
- e. A new employee shall undergo a probationary period of three (3) months.

**3.0 Legal Requirement**

All new recruits shall be made to comply with the necessary provisions of the labour law (Act 651) and any other statutory regulations, – registration of social security.

**4.0 General Guidelines**

**4.1 Filling Vacancy**

Whenever there is need to fill a vacancy within the approved staffing limits, the sectional head concerned shall in consultation with the Project Manager / Line Manager determine the most suitable candidate for the position taking into consideration the approved succession plan.

Where no suitable employee is available in the department, the Sectional Head of Department shall raise and submit to the Line Manager / Project Manager a Labour Request Form approved by the Operations Manager indicating the title of the position, specification (education level, experience etc.), details of the job involved and justification for the request.

The Human Resources Manager in consultation with the Operations Manager and with the Approved Labour Budget as a guide will then approve the request.

**4.2 New position**

In the case of a new position that falls outside the approved labour compliment, the hiring manager shall submit to the Project Manager a Labour Request Form together with detailed justification showing development which has occasioned the need for the recruitment, job description including

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personnel specification and if internal promotion is envisaged, personal details of the employee(s) concerned.

The Project Manager will forward the **Form** with the detailed justification to Operations Manager for approval. When the approval is given, the Human Resources Manager will arrange for the job to be evaluated to assess the rate for the position, usually with Executive Director Finance & Administration.

#### **4.3 Internal Advertisement**

In line with all recruitment procedures the position must first be advertised internally. The essence is to give promotional opportunities to suitably qualified employees in-house. Qualified employees shall apply through their respective Heads of Department. Notification to employees for interview shall be sent through their Heads of Section.

#### **4.4 External Advertisement**

Where no suitable employee can be identified internally, the position shall be advertised externally through the Client's Community Affairs Department at the local communities as appropriate.

#### **4.5 Short – listing**

The company's Human Resources Staff / Representatives from the Client shall review all applications received in response to the advert and prepare an initial short- list based on the personnel specification and the job requirements.

In the event that a large number of applicants satisfy all the minimum requirements, the HR Supervisor may in consultation with the Training section design a suitable test for applicants to assist in pruning down the number. The HR Supervisor shall forward them to the HOD for consideration and final short-listing.

#### **4.6 Interview**

The HR Supervisor shall invite the short – listed candidates for interview indicating the place and date of the interview.

The HR Supervisor must ensure that the panel is properly constituted and that the right calibre of people are offered the position.

Members of the Interviewing Panel other than the Secretary should not be of a level lower than the range of the position that is to be filled.

The Panel shall appoint a chairman from among themselves. Each member of the Interviewing Panel shall make his own assessment on each candidate on an approved standard form to be provided by HR. The form shall be signed and dated by the member after each candidate has been interviewed and returned to the Secretary.

After all the candidates have been interviewed, the panel shall review them assessments on each candidate and recommend the most suitable candidate(s) for employment.

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#### 4.7 Second Interview

In special circumstances where the Panel is unable to arrive at a consensus a second interview may be called to interview the candidates on whom agreement could not be reached during the first interview.

#### 4.8 Job Offer

The HR Supervisor shall submit a report on the interview with the recommendations of the panel to the Project Manager for approval. When the recommendations are approved, the HR Supervisor in consultation with Corporate Office shall prepare letters of offer to the successful candidate(s). New recruits shall normally be placed at the minimum point of the appropriate level/grade except for his experience, qualifications and ability.

#### 4.9 Regret Letters to Unsuccessful Applicants

Only the unsuccessful candidates, who were invited for the formal interview, are informed in writing that they were not chosen.

#### 4.10 Sorting References

The HR Supervisor shall seek references on candidates both formally and informally and shall advise management accordingly. This should be with the consent of the candidate(s).

#### 4.11 Medical Examination

The successful candidate will be made to undergo a standard pre-employment medical examination to be conducted by the company's medical officer(s). The purpose of the examination is to determine whether the applicant meets the health criteria for the position.

If the preferred candidate fails the medical exam, the runner-up will be considered offered the position.

#### 4.12 Personal Records Form

All new recruits shall complete personal record forms.

#### 4.13 Job Descriptions

The Head of department shall be required to hand over to the new employee a copy of his/her detailed job descriptions on assumption of duty.

#### 4.14 Induction

The HR Supervisor shall arrange for all new recruits to undergo one-week induction training. The objective is to orientate new recruited employees to their working environment and provide adequate exposure to the organization and its rules, values and regulations.

#### 5.0 Probationary Period

All new recruits shall be required to serve a probationary /trial period of three (3) months commencing from the date of assumption of duty.

One month prior to the expiry of the probationary period, the HR Manager shall submit a format to the employee's Head of Department requesting him to either recommend confirmation, termination or extension judging from the employee's performance.

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Where the employee's performance and conduct are not satisfactory, the probationary period may be extended for one (1) month. After completion of the period, a letter would be written to either confirm or terminate the employee's appointment.

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