



HUMAN RESOURCES POLICY

ROCKSURE INTERNATIONAL LTD

NO. 4 ADDIS ABABA STREET

East Legon.

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POLICY NAME	LOCAL COMMUNITY INVOLVEMENT	POLICY NO.	001
EFFECTIVE DATE	MARCH 2021	DATE OF LAST REVISION	
ADMINISTRATOR RESPONSIBLE	HUMAN RESOURCES DEPARTMENT	CONTACT INFORMATION	
APPLIES TO Apply group names to define applicable areas of staff.			
GROUP 1		GROUP 2	
GROUP 4		GROUP 5	
		GROUP 3	
		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

ITEM 1.0 APPROVAL AND REVIEW

N/A

ITEM 2.0 ADDITIONAL NOTES

ITEM 3.0 SCOPE

Describe to what and to whom this policy applies.

The objective of this policy is to provide an outline and guidance for RIL and all its contractors concerning recruitment so that all recruitment processes are conducted in a systematic and professional manner which is in compliance with this Policy.

ITEM 4.0 POLICY STATEMENT

Describe the policy and the reason for the policy.

4.1 Rocksure International Limited (RIL) aims at fostering indigenous participation in the exploitation of mineral resources, by seeking to promote employment opportunities and engaging positively with local communities in and around our project sites.

4.2 In line with this, RIL has established a Local Employment Policy/Procedure to ensure that the citizens of all the communities within the catchment areas in which the company operates are offered employment opportunities.

ITEM 5.0 TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION

ITEM 6.0 POLICY SECTIONS

Policy intro:

ITEM 6.1 SKILLED LABOUR

Labour that requires experience, specialized training, special knowledge and technical competencies that the candidate may have acquired over a period and may have attended a technical, college or university. Skilled labour shall include any work that requires regulatory certification and minerals commission certification to perform the work.

6.2 UNSKILLED LABOUR

Roles that require minimum training on safety and regulation or experience to perform the work. The roles and responsibilities are basic and /or repetitive, where newly hired employees can start work immediately with minimum

skills and no substantial training. At a minimum, these roles require a senior high school certificate or junior high school certificate, depending on the role.

6.3 OTHER INFORMATION

6.3.1 The company shall make known the employment opportunities as categorized above to the client (mother company RIL is working for) Human Resource Department indicating design job advertisement with the following requirements (as minimum);

6.3.1.1 Skills And Competencies

6.3.1.2 Experiences

6.3.1.3 Educational Level

6.3.1.4 Skilled Or Unskilled Role

6.3.1.5 Duration Of Contract Of Employment

6.3.2 The client human resource department will inform the host community's employment committee – Chiefs, Opinion Leaders, MCE, Assemblymen.

6.3.3 The selection of the skilled labour will be based on competencies, experience, qualifications and the best available candidate for the position regardless of where they reside. However, the recruitment of potential candidates from the catchment community remains the primary objective.

6.3.4 All unskilled roles will be recruited from the local communities.

6.4 RECRUITMENT GUIDELINES

6.4.1 Local candidates applying for an advertised vacant role must submit an application letter, CV and community employment validation form (and any other requirement) through the client's human resources department.

6.4.2 The community employment validation forms, that accompanies all applications by local candidates, must be endorsed by the following members;

6.4.2.1 The Chief/Queen Mother or His/her Representative

6.4.2.2. The Assembly Man/Woman

6.4.3 A passport size photograph must be affixed on the community employment validation form submitted, (copy attached). The passport sized photograph must be validated by the Chief/Queen Mother to indicate that the applicant is a true indigene of the said community.

6.4.4 The application, clearly showing the role being applied for, CVs and the validated forms must be submitted to the Client Human Resources Department for onward submission to Rocksure International Limited.

6.4.5 Rocksure International shall invite qualified applicants to the next stage of the recruitment process. This process may include practical test, interviews and any other selection process that the companies deem fit to select the most qualified and best talent for the position.

6.4.6 The interview panel shall consist of Rocksure, client and the community representatives to ensure fairness and transparency.

6.5 BACKGROUND CHECKS

6.5.1 The following Background Checks shall also be conducted by the company on successful applicants;

6.5.1.1 At least two (2) reference checks

6.5.1.2 Verification of qualifications/Certificates presented

6.5.1.3 Pre-employment medical examination confirming the candidates' fitness to work

6.6 DISTRIBUTION OF UNSKILLED LABOUR AMONG COMMUNITIES

6.6.1 The key factor for distribution of unskilled labour is based on the potential impact of the operation of the company on the community or the Project Affected People. The weightings are;

S/N	NAME OF COMMUNITY	SHARING	%
1			
2			
3			

6.6.2 All employment for skilled labour must be sourced from local communities unless the communities are unable to provide suitable candidates for the roles.

6.7 VALIDATION

Failure to complete each section on the validation form, may lead to exclusion from the registration and selection process.

ITEM 7.0 EXCEPTIONS

Describe exceptions here.

N/A

ITEM 8.0 RELATED POLICIES AND OTHER REFERENCES

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ITEM 9.0 ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
9.1. Project Managers	9.1.1. Project managers will ensure that community involvement is integrated into project planning and execution, minimizing any negative impact on local communities. 9.1.2. They will engage with local communities to gather input and feedback on project plans, addressing concerns and incorporating suggestions where feasible.
9.2. Human Resources Department	The HR team will collaborate with local communities to provide employment opportunities for community members, promoting economic growth.
9.3. HSE Department	The safety team will ensure that mining operations prioritize the safety and well-being of local communities, minimizing risks and potential hazards.
9.4. Procurement Department	The Procurement Department may explore sourcing goods and services from local businesses to support the local economy.
9.5. PIU Department	This Department will ensure that community involvement initiatives adhere to local regulations and compliance requirements.
9.6. Employees	All employees should adhere to the Local Community Involvement policy, respecting local communities and engaging in positive interactions.

ITEM 10.0 CONTACTS

List contacts in the table.

SUBJECT	CONTACT		PHONE	EMAIL