



HUMAN RESOURCES POLICY

ROCKSURE INTERNATIONAL LTD

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

(Act 651) and any other statutory regulations, – registration of social security.

ITEM 3.0 SCOPE

Describe to what and to whom this policy applies.

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

ITEM 4.0 POLICY STATEMENT

Describe the policy and the reason for the policy.

2.1 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.

2.1.1 Recruitment should only take place after the most careful assessment of the need.

2.1.2 Recruitment shall be related solely to the applicant's suitability for the job requirement and shall not be influenced by race, creed or sex.

2.1.3 All appointments shall be made subject to medical fitness.

2.1.4 All newly engaged employees shall normally be paid the minimum rate for their particular grade, except for his/her experience, qualifications and ability.

2.1.5 A new employee shall undergo a probationary period of three (3) months.

2.2 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.

ITEM 5.0 TERMS AND DEFINITIONS

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

TERM	DEFINITION
Recruitment	
Existing Employee	

ITEM 6.0 POLICY SECTIONS

Policy intro:

ITEM 6.1 FILLING VACANCY

6.1.1 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.

6.1.2 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 to be approved by the Labour approval committee, made up of the HRM, Budget Unit, HOD, FAD and DGO. The MD will be involved in the case where a Superintendent, Manager or key office holder that will hold a sensitive position in the company. The title of the position, specification (education level, experience etc.), details of the job involved and justification for the request should be made available for aid in the approval by the Labour approval committee.

6.1.3 The Labour Request Form will be signed off by the relevant office holders with comments to signify the approval or denial of the labour request.

6.2 NEW POSITION

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

6.2.2 The HR Manager will forward the detailed justification as received from the Line Manager/Project manager to the Labour approval committee, made up of the HRM, Budget Unit, HOD, FAD and DGO will vet the requisition and approve/deny the request. The MD will be involved in the case where a Superintendent, Manager or key office holder that will hold a sensitive position in the company will be hired.

6.2.3 If approval is given, the Human Resources Manager will arrange for the job to be evaluated to assess the rate for the position, in consultation with the Executive Director Finance & Administration.

6.3 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.

6.4 EXTERNAL ADVERTISEMENT

Where no suitable employee can be identified internally, the position shall be advertised externally through either the Client's Community Affairs Department at the local communities as appropriate (in the case of site recruitment), or through the media or in some cases through professional recruitment agencies.

6.5 SHORT- LISTING

6.5.1 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.

6.5.2 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.

6.6 INTERVIEW

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

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

6.6.3 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.

6.6.4 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.

6.6.5 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.

6.7 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.

6.8 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.

6.9 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.

6.10 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).

6.11 MEDICAL EXAMINATION

6.11.1 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.

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

6.12 PERSONAL RECORDS FORM

All new recruits shall complete personal record forms. Personal records form shall be updated at all times with all relevant document and records of the employee. This must be updated at all times by the HR team.

6.13 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. The Head of Department will also hand over to the employee the KPIs for the role the employee will be working.

6.14 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.

6.15 PERSONNEL RESOURCES AND TOOLS

Each employee will be provided with all tools and resources needed to execute his/her work. The HOD should ensure the employee upon assumption of work is provided with all the accesses, assets, tools, appropriate uniform and all relevant resources to help him/her function appropriately for the role the employee is assigned to.

6.16 PROBATIONARY PERIOD

6.16.1 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.

6.16.2 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.

ITEM 7.0 EXCEPTIONS

Describe exceptions here.

N/A

ITEM 8.0 RELATED POLICIES AND OTHER REFERENCES

ITEM 9.0 ROLES AND RESPONSIBILITIES

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

ROLE	RESPONSIBILITY
9.1. Directors	<p>9.1.1. Directors will provide high-level oversight and support for the Recruitment & Selection policy, ensuring that it aligns with the organization's strategic goals and values.</p> <p>9.1.2. Will allocate the necessary resources for effective recruitment processes, including budget allocation for advertising, recruitment technology, and hiring initiatives.</p> <p>9.1.3. Directors will review and approve the Recruitment & Selection policy, ensuring that it meets legal, ethical, and industry standards.</p> <p>9.1.4. Director will champion diversity and inclusion efforts within the recruitment process, promoting equal opportunities and a diverse workforce.</p> <p>9.1.5. Director will provide input on workforce planning and talent acquisition strategies, ensuring the company has the right people for current and future needs.</p>

<p>9.2. Human Resource Manager</p>	<p>9.2.1. The HR Manager will lead the development and regular review of the Recruitment & Selection policy, ensuring it aligns with legal requirements, industry standards, and company values.</p> <p>9.2.2. Will communicate the policy to all employees involved in the hiring process, ensuring a clear understanding of the guidelines and procedures.</p> <p>9.2.3. The HR Manager will train hiring managers and interviewers on fair and unbiased recruitment practices, including avoiding discrimination and promoting diversity.</p> <p>9.2.4. Will oversee the entire recruitment process, ensuring compliance with the policy and providing guidance as needed.</p>
<p>9.3. Operations Managers</p>	<p>9.3.1. General Operations Managers will collaborate with HR and Directors to identify workforce needs, ensuring that recruitment efforts align with operational goals.</p> <p>9.3.2. Will provide insights into the skills, qualifications, and experience required for various roles within their operational areas.</p> <p>9.3.3. Operations managers will ensure that adequate resources, including personnel and equipment, are available to support the recruitment process.</p> <p>9.3.4. Will provide guidance and training to interviewers and assessors within their operational areas, ensuring consistent and effective evaluation of candidates.</p> <p>9.3.5. Operations managers will offer feedback to HR and hiring managers regarding the effectiveness of the recruitment process, identifying areas for improvement.</p> <p>9.3.6. Once candidates are hired, operations managers will ensure that the onboarding process is smooth, helping new hires integrate into their operational teams.</p>
<p>PIU Department</p>	<p>The legal team ensures that recruitment practices comply with labor laws, equal opportunity regulations, and any specific industry requirements.</p>

List contacts in the table.

SUBJECT	CONTACT		PHONE	EMAIL