

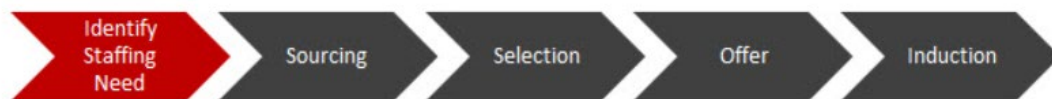
Scope

This policy applies to all employees of SKG Services and does not form part of any employee's contract of employment. SKG Services applies due diligence in its recruitment and selection process to minimise risk.

Purpose

Recruiting and selecting suitable employees with the necessary skills and ability is integral to the success of SKG Services in accordance with its strategic plan. SKG Services has policies and programs that support workplace diversity. SKG Services' objective is to ensure a professional, fair and ethical approach to recruitment that matches the skills, expertise and experience of an individual to the requirements of SKG Services' strategic priorities.

Recruitment Process



Identify Staffing Need SKG Services creates a detailed job brief for any job vacancy by defining why the job exists; the purpose of the job; what it does on a day-to-day basis; and what the job should achieve.

Sourcing SKG Services will proactively search for suitable candidates by advertising both externally and internally for any open positions.

Selection SKG Services will select viable candidates using both the essential and desirable criteria determined for each position. This standard allows comparison between each candidate. It is important that each candidate is judged according to criteria that is objective and which is applied in a consistent manner. All applications will be reviewed. If the candidate meets the criteria for the position, they will then be screened over the phone. If successful they will be offered an interview. Once interviewed, Management will meet and agree on the successful applicant, who will be notified of the decision in writing. Unsuccessful applicants will also be notified of the result. The convenor may offer feedback to unsuccessful applicants.

SKG Services has a responsibility to engage with workers (both employees and contractors) in an ethical manner that preserves our standard of safety and quality within the work we do. This means that we have the responsibility to:

- Choose our workers based on merit and suitability – not their beliefs, sexuality, gender, race or personal choices (as long as this does not affect their ability to perform their work safely)
- Make sure all employees and contractors work within legal parameters and are never in danger or overworked, incorrectly paid and are working without the corresponding legal allowances
- Make sure all staff are hired legally with all required documentation to work under Australian law
- Receive all training necessary to perform their work safely and to SKG Services' standards
- Make sure we do not exploit people and treat them fairly which includes work expectations and wage standards

This means we will not engage with people who:

- Use illegal drugs or alcohol (while working)
- Have engaged in criminal activity or have a criminal record
- Do not have the appropriate government approval to work
- Have physical or mental limitations that will make performing their work unsafe for themselves or others

During the interview, the candidate will be notified of the following matters:

- a. The probationary period.

- b. That employment is offered on a part-time/fulltime basis.
- c. The need for a Smart phone to log working times.
- d. That employment is offered dependant on SKG Services contracts.

Offer The most successful applicant will be offered the job in writing. An employment contract will then be offered.

Appointment/Induction

Employment Contract Each employee will be issued with a contract of employment. The contract will list the term of the employment arrangement, starting date, salary, benefits and working conditions.

Probation All new employees must undergo a probationary period of 6 months relevant to their employment appointment.

Orientation and Induction All successful applicants must complete SKG Services' induction program and job specific training relevant to their role, within three months of commencement. This includes Work, Health and Safety and orientation to your work site.

Supervisors are responsible for ensuring new employees complete any mandatory or job specific training and are properly inducted into their role.