

Skillinvest

Recruitment Policy (Operations)

Version:	2021-01
Last Review:	August 2021
Next Review:	August 2023
Review Frequency:	<u>Biennial</u>
Approval:	Any updates or amendments to this policy must be approved by the <u>Skillinvest Senior Leadership Group</u>



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SKILLINVEST LIMITED RECRUITMENT POLICY

Purpose

Skillinvest is committed to attracting, recruiting, and retaining quality employees from diverse backgrounds and offers professional support with recruitment and selection of candidates. Skillinvest's Equal Employment Opportunity policy is inherent to our recruitment and selection process where candidates are appointed based on merit through fair and transparent processes. The guiding principles that underpin the recruitment and selection process are fairness, equity and equal employment opportunity. Skillinvest will not tolerate unlawful discrimination throughout this process and is committed to ensuring all staff are trained and understand these principles.

Skillinvest applies the following principles regarding its recruitment and selection process to ensure the best candidates are attracted and selected for Skillinvest positions:

- decisions are based on merit and in accordance,
- all candidates are treated fairly and reasonably,
- all candidates are fairly assessed against clearly defined selection criteria,
- all candidates are provided with a professional and positive experience,
- processes are free from conflict of interest,
- confidentiality is maintained throughout the process,
- Privacy requirements are upheld,

Where there is a perceived or actual conflict of interest with a Skillinvest employee that is involved in the recruitment and selection process that may impact the decision making, this must be disclosed to the relevant General Manager immediately. The General Manager would then assess the potential conflict of interest and put measures in place to mitigate or eliminate this conflict where deemed necessary.

In addition, staff involved in the recruitment and selection will comply with:

- the Skillinvest Duty of Care and Code of Conduct
- Equal Employment Opportunity – Discrimination Harassment Bullying and Victimisation Policy
- Privacy Policy

Related Policies:

- Equal Employment Opportunity - Discrimination, Harassment, Bullying and Victimisation Policy
- Duty of Care and Code of Conduct
- Conflict of Interest
- Privacy
- Customer Service Commitment

Skillinvest Diversity and Inclusiveness Clause:

Skillinvest values and promotes diversity, fairness and inclusiveness in the workplace and is committed to ensuring workplace diversity and inclusiveness through establishing proactive strategies, policies and procedures. Skillinvest aims to ensure that all employees, clients, business partners and stakeholders are treated with respect, dignity and fairness to ensure Skillinvest promotes inclusiveness and positive working relationships.

Skillinvest is committed to recognising the value of diversity and inclusiveness in the workplace and ensures that work practices promote equal opportunity and are non-discriminatory.