

Stairlock Pty Ltd is committed to recruiting the highest calibre staff for all positions across the organisation. This policy and associated procedures have been developed to ensure national consistency in recruitment processes that reflect best practice standards. All recruitment and selection procedures and decisions will reflect Stairlock's commitment to providing equal opportunity employment by assessing potential candidates on according to their skills, knowledge, qualifications, capabilities and alignment with Stairlock's values.

It is the **responsibility of managers** to ensure that:

- They are familiar with this recruitment policy and procedures and that they follow it accordingly;
- Staffing levels for their department are determined and authorised by the Managing Director
- All roles have a current position description that specifies the role requirements and selection criteria.

It is the **responsibility of the Human Resource Officer** to ensure that:

- All managers are aware of their responsibilities in the recruitment and selection process;
- Managers are given guidance and support regarding recruitment and selection.

Procedures:

Pre-recruitment Activities:

When it becomes necessary to recruit for a position, Managers should carefully consider the requirements for the position, and the key selection criteria including skills, experience and qualifications required.

A position analysis should be undertaken for all new roles prior to recruitment, identifying the requirements of the position, the characteristics, skills, qualifications and experience required, the number of hours required to undertake the role and whether the role will be casual, permanent or a fixed term contract. This should include an appropriate salary range and approved by the Managing Director.

If no position description exists for the available position, or if it requires revising, this is the responsibility of the appropriate Manager with support from the **HR Officer**. Once a new position description is drafted, or where significant amendments have been drafted for an existing position description, it must be approved by the Managing Director.

For all new positions, the responsible Manager is required to put forward the position analysis and draft position description outlining the requirements for the role and gain approval from the department Manager and the Managing Director to recruitment.

Advertising:

Stairlock positions may be advertised in a variety of ways in consultation with the **HR Officer**. Most roles are advertised via our recruitment web-based system which is then posted to job sites such as Seek.com.au. We may also advertise through other recruitment websites or local papers depending on the nature and location of the position. For some roles, a specialist recruitment company may be engaged to source a suitable applicant, this should be undertaken in consultation with the **HR Officer** as it will attract a recruitment fee. In choosing the most appropriate medium for advertisement, consideration needs to be given to the level, status and location of the position.

If required, the **HR Officer** will prepare an appropriate recruitment advertisement for the position and submit it for review and approval by the relevant Manager. The Human Resources Officer will administer the placement of the advertisement and monitor applications received.

Screening Applicants:

If a recruitment consultant has been engaged, they will be responsible for screening the applicants and sending short-listed applicants to the **HR Officer**. The **HR Officer** will screen all applications against the position description requirements to assess their suitability for the specific role. Applicants who are assessed as suitable will be shortlisted for review by the relevant Manager who will then make selections for interview.

Conducting Interviews:

The short-listing and first round of interviews will be undertaken by an appropriate panel as arranged by the relevant department Manager. Following the first interview, if a second interview is required, the panel will include the Managing Director prior to the position being offered to a candidate. For some roles (e.g. factory machine operators), the Managing Director may delegate this task to the department manager.

Any Stairlock representative on the interview panel that finds they are assessing any applicant where there is a perceived or actual conflict (e.g. where the applicant is a family member, friend or past colleague) they shall declare the perceived or actual conflict which will be assessed to ensure a fair selection process.

Reference Checking and Credential Checking:

Prior to offering a position, a reference check may be undertaken. If an offer of employment is made, it must be contingent on receiving relevant transcripts, qualifications, and other certification documents if required for the position.

Pre-employment Medical Testing:

All roles that are physical in nature (e.g. factory and warehouse staff, installers, measurers, etc) will be required to undergo a pre-employment medical at a Stairlock preferred provider. The medical testing will include auditory, drug and alcohol testing. The cost of the pre-employment medical will be covered by Stairlock as part of the recruitment expenses. If a drug test returns a positive result, the Drug and Alcohol Policy must be followed.

Where there are other identified issues that could impact on the successful implementation of the role, the **HR Officer** must be notified so that appropriate adjustments and/or further assessments can be arranged.

Offer of employment:

Once final selection of an appropriate applicant is made, it must be approved by the Managing Director including agreement regarding terms of employment (e.g. base salary, bonus structures, allowances, company vehicle, etc) prior to making the offer to the applicant. Once approved, the department Manager will make a verbal offer of employment and negotiate the employment conditions within the boundaries of those approved by the Managing Director.

The department Manager then completes a 'Request for Contract' form and sends it to the **HR Officer** outlining the full particulars of the employment contract, including the applicant's details, pay rates (or Award requirements), employment package to be offered, etc. Advice on correct pay rates for award positions will be calculated by the **HR Officer** and referred to the relevant Manager for approval. The contract request form is signed by the Manager to demonstrate that the offer has been approved by the Managing Director.

The **HR Officer** will then create an Employment Letter of Offer and Terms and Conditions of Employment and forward to the department Manager along with all other required employment documentation (e.g. tax file declaration, employment application form, super details). For senior roles, the Employment Letter of Offer will be sent to the Managing Director for approval prior to being sent to the successful applicant.

Acceptance of employment:

Once the **HR Officer** has received all of the new employee's signed paperwork, they will notify all unsuccessful applicants that the position has been filled.

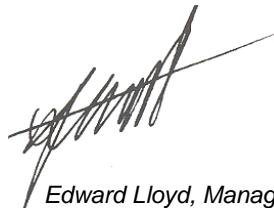
The **HR Officer** will send an induction pack to the new employee which includes a formal Stairlock 'Induction Manual' that must be completed and the relevant checklists completed, signed and returned to the **HR Officer**.

The **HR Officer** will liaise with the relevant Managers to ensure all pre-employment requirements (e.g. phone, laptop, IT access, car, credit cards, etc) are organised using the 'pre-employment checklist'

Successful employment:

The department Manager is responsible for notifying staff of the appointment of a new employee, including their role, start date, and where appropriate, their induction/onboarding plans.

Approved by:



Edward Lloyd, Managing Director

4 September 2023