

	<h1>HR POLICIES AND PROCEDURES</h1>	Policy No: HR-SMYA-001
		Revision No: 3
HR DEPARTMENT	Section: HIRING POLICY	Effective Date: 17/10/2018

1) PURPOSE

Recruiting and selecting suitable employees who exhibit the necessary level of skills and ability is integral to the success of San Miguel Yamamura Australasia Group ('SMYA').

2) COMMENCEMENT

This Policy will commence from Wednesday 17th October 2018.

3) APPLICATION

This policy applies to all employees of SMYA.

4) DEFINITIONS

'Staff' – Any person SYMA employs, or engages—including paid employees, volunteers, Directors, contractors, consultants and student placements.

'Employees' – Paid employee of SMYA

'Equity' - The fair treatment of people on the basis of merit, the recognition and elimination of disadvantage and the absence of discrimination.

'Equal Opportunity' - A system of employment practices under which no individual are excluded from consideration, participation, promotion or benefits because of their age, gender, race, cultural background, ethnicity, language, disability, marital status, pregnancy, family responsibilities, religious or political beliefs and sexual orientation.

'Applicant / Candidate' - A person expressing interest or applying for an internal or externally advertised position at SMYA.

'Police Check' - National Police History Check (NPHC) may be conducted on advertised positions.

'Reference Check' - A mandatory pre-employment screening requirement for all SMYA advertised positions.

'Hiring Manager' - SMYA staff member responsible for the recruitment of the applicant, usually the direct Line Manager of the position.

'Selection Panel' - A minimum of two people; one of which is the direct manager / supervisor, or higher if required.

Document Number	HR-SMYA-001	Process Owner	HR Department
Document Title	Hiring Policy	Originator	Kat Teran
Page	Page 1 of 7	Revised By	Jacinda Depares
Reason for Revision	General Update	Approved By	Nathan Cameron
Issue Number	3	Issue Date	17/10/2018

	<h1>HR POLICIES AND PROCEDURES</h1>	Policy No: HR-SMYA-001
		Revision No: 3
HR DEPARTMENT	Section: HIRING POLICY	Effective Date: 17/10/2018

5) RESPONSIBILITIES

I. The Human Resources Team are responsible for:

- liaising with and supporting the Hiring Manager during the recruitment and selection process;
- managing the process of sourcing, advertising, screening and short-listing candidates;
- engaging recruitment agencies if required;
- managing the completion of psychometric assessment, reference and background checks, pre-employment medical and any other required assessment for the position;
- negotiating and discussing candidate offers including the negotiation of pay, generating a letter of offer and contract and sending to the hiring manager for approval prior to extending the offer to the successful candidate;
- providing feedback to unsuccessful candidates who have been prior to positions being closed.

II. The Hiring Manager is responsible for:

- ensuring they understand pre-recruitment activities needed to have positions released for recruitment;
- confirming and determining additional candidate screening checks for every role recruited, including and not limited to licences, certificates, professional qualifications and/or professional memberships should they be required for the relevant position;
- working with the Human Resources Team during the recruitment and selection process to ensure a clear understanding of the skills, experience, knowledge and qualifications and overall fit required for the position;
- establishing the interview panel in accordance with this policy, and managing the interview process timing;
- approving the final offer;
- Retaining interview notes and providing to the Talent & Sourcing Team to satisfy document retention requirements.

6) MERIT PRINCIPLE

When recruiting and promoting staff, SMYA aims to ensure that the best person for the job is chosen in each case.

SMYA seeks to ensure that recruitment and selection decisions are based purely on the principle of merit. This means that a person will be selected on the basis of whether they have the right skills, qualifications, experience, suitability and other talents that are required for the position.

Document Number	HR-SMYA-001	Process Owner	HR Department
Document Title	Hiring Policy	Originator	Kat Teran
Page	Page 2 of 7	Revised By	Jacinda Depares
Reason for Revision	General Update	Approved By	Nathan Cameron
Issue Number	3	Issue Date	17/10/2018

	<h1>HR POLICIES AND PROCEDURES</h1>	Policy No: HR-SMYA-001
		Revision No: 3
HR DEPARTMENT	Section: HIRING POLICY	Effective Date: 17/10/2018

Decisions to recruit or promote employees that unlawfully discriminate against a person based on their sex, race, disability, age, sexuality, pregnancy, family responsibilities or due to personal bias or favouritism, do not result in the best person being chosen and therefore should not occur.

Each workplace decision-maker who has a role in the recruitment of employees or in selection for promotion should do their utmost to ensure that the merit principle is applied in every case.

7) EQUAL EMPLOYMENT OPPORTUNITY

SMYA is an equal employment opportunity employer (EEO) and aims to ensure that all applicants for selection or promotion are not unlawfully discriminated against on any of the protected attributes contained in Equal Employment Opportunity and Discrimination legislation. This means that no form of unlawful discrimination should take place in job advertisements, job interviews or the selection process.

For further information on EEO we refer to the Discrimination and Equal Employment Opportunity Policy – HR- AU- 009.

8) THE PROCESS OF HIRING & SELECTION

8.1 Casual Hire

When hiring employees on a casual basis due to a shortage of staff, the relevant Manager must request approval from Human Resources and their General Manager via email prior to sourcing candidates. In Some instances, approval is not needed. This is applicable for all Production and/or Warehouse roles. Suitable candidates required at short notice may be sources by

1. Contact nominated labour hire company to employ casual short term staff
2. Advertise externally on nominated job seeking websites
3. Contact any suitable resumes stored from previous vacant positions

Managers should note that even a casual engagement of a worker, requires the worker to sign a Letter of Offer confirming the agreed terms and conditions of such engagement regardless of the length of the engagement. This means that even a casual worker who only completes one shift, will need to have signed a Letter of Offer confirming the casual nature of the engagement, the agreed hourly rate for their services, the position to be engaged in, the entity for which services are to be performed for and the location services shall be performed. Managers will need to consult HR as soon as practicable, to arrange a casual Letter of Offer.

8.2 Full Time and Part Time Positions

When filling Full Time or Part Time positions (replacement or newly created positions/additional headcounts), the relevant Manager must seek approval prior to advertising. Approval needs to be

Document Number	HR-SMYA-001	Process Owner	HR Department
Document Title	Hiring Policy	Originator	Kat Teran
Page	Page 3 of 7	Revised By	Jacinda Depares
Reason for Revision	General Update	Approved By	Nathan Cameron
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	<h1>HR POLICIES AND PROCEDURES</h1>	Policy No: HR-SMYA-001
		Revision No: 3
HR DEPARTMENT	Section: HIRING POLICY	Effective Date: 17/10/2018

documented by a completed and fully approved Payroll Authority Form on CONNX. It is the managers responsibility to complete and submit a PAF form for approval via CONNX.

In some instances where someone has left the business within their probation period and a direct replacement is required (same position, same salary), the original PAF may be sufficient to re-advertise the role. Managers should consult HR on whether or not this is applicable or a new PAF is required for their specific recruitment need.

8.3 Internal Advertising

All permanent positions that become vacant at SMYA should be advertised internally.

SMYA is committed to providing opportunities to its employees. As such all employees are encouraged to apply for suitable positions as they arise. Each internal application will be assessed on its merits, including the applicant's suitability to the role and their ability to match the essential and desirable criteria required for the position. This may mean that internal applicants do not always qualify to progress through the stages of recruitment. Any decisions regarding promotion will also be made on the basis of merit.

It is SMYA policy that an employee successfully completes their 6 month probation period before applying for any internal position. It is expected that internal applicants have demonstrated at least 12 months of service with SMYA.

8.4 External Advertising

External advertising may be used as deemed appropriate by SMYA. All external advertising or agency costs must be approved by the General Manager.

The job advertisement should be drafted and posted in consultation with Human Resources.

9) INTERVIEW AND SELECTION

Wherever possible, recruitment decisions should be made by a panel of at least two (2) people. At least one member of the panel should have a detailed knowledge of the requirements of the job — preferably, the Manager.

The selection panel should review all the applicants and make a shortlist of those applicants who best meet the criteria for the position. Arrangements should be made for interviewing those applicants who are shortlisted.

The panel should consider how a candidate meets the essential and the desirable criteria. The essential criteria are those criteria which are necessary for the performance of the job. The desirable criteria are

Document Number	HR-SMYA-001	Process Owner	HR Department
Document Title	Hiring Policy	Originator	Kat Teran
Page	Page 4 of 7	Revised By	Jacinda Depares
Reason for Revision	General Update	Approved By	Nathan Cameron
Issue Number	3	Issue Date	17/10/2018

	<h1>HR POLICIES AND PROCEDURES</h1>	Policy No: HR-SMYA-001
		Revision No: 3
HR DEPARTMENT	Section: HIRING POLICY	Effective Date: 17/10/2018

those criteria that will assist the applicant perform the job and provide them with a competitive advantage over other candidates. By determining the essential and desirable criteria for the position, the panel will have a standard with which they will be able to compare each candidate.

10) HIRING OF RELATIVES

SMYA will hire immediate relatives of current Employees subject to certain restrictions to reduce the potential for conflict of interest:

- The immediate relative will not work in the same team as the current Employee.
- The immediate relative and the current Employee will not work in a supervisory relationship with each other.
- The current Employee must not be involved in the hiring process of the immediate relative.
- This applies to all positions whether permanent, contract or casual.

Immediate relatives include spouse (including common-law and same gender spouses), parent, grandparent, child, grandchild, sibling, aunt or uncle, niece or nephew, or an individual who has acquired such a relationship through marriage/common-law. Step children/grandchildren/parents and foster children/grandchildren/ parents are considered children, grandchildren and parents for the purpose of this policy.

11) PRIVACY

As set out in the Privacy Policy, SMYA respects and complies with its obligations under privacy legislation. Consequently, any personal information gathered about applicants that does not become an employee record relating to the successful candidate will be destroyed at the conclusion of the selection process, unless the candidate has provided SMYA with his or her consent to retain the record.

12) REFERENCE CHECKING

Any reference check that is carried out in relation to a prospective or existing employee should note the following:

- The referee should be informed that the information they convey, due to privacy laws, will be accessible to the prospective employee/existing employee and also may be discussed with the candidate. As a general rule, the referee's opinions should not be directly relayed to the candidate.
- The purpose of obtaining a referee's opinion is to confirm representations a candidate has provided relating to their experience, qualifications or general suitability for the position.

Document Number	HR-SMYA-001	Process Owner	HR Department
Document Title	Hiring Policy	Originator	Kat Teran
Page	Page 5 of 7	Revised By	Jacinda Depares
Reason for Revision	General Update	Approved By	Nathan Cameron
Issue Number	3	Issue Date	17/10/2018

	<h1>HR POLICIES AND PROCEDURES</h1>	Policy No: HR-SMYA-001
		Revision No: 3
HR DEPARTMENT	Section: HIRING POLICY	Effective Date: 17/10/2018

- Once a decision has been made and the offer of employment has been accepted by the successful candidate, a copy of the successful candidate's cover letter, resume and reference check should be saved on the Employee's personnel file.

13) IDENTIFICATION AND RIGHT TO WORK

Individuals applying for work through SMYA are required to provide evidence of work rights prior to any offer of employment. The successful applicant must ensure they maintain the right to work for the duration of their employment.

As part of the selection and interview process, Human Resources or the person conducting the interview, should ask the applicant if they have the right to work in Australia. It should also be explained to the applicant that if they are successful in their application they will be required to produce evidence of their right to work. Accepted forms of work rights evidence include one of the following options:

- Valid Passport Australian or International (International passports will be subject to a VEVO check to confirm working rights and any working restrictions). Or;
- Australian Birth Certificate plus photo identification. Or;
- Australian Citizenship Certificate plus photo identification

Note that for options 2 and 3, the applicant may be requested to provide further documentation if their name on the Certificate does not match that of the photo identification. Examples of such documentation may include:

- Marriage Certificate issued by a state or territory Registry of Birth, Deaths and Marriages.
- Divorce Papers issued by the Family Court.

14) SPONSORED VISAS

For individuals who require a Business Sponsored/Nominated Visa, SMYA in consultation with our Migration Agents, must be satisfied that the position meets and can sustain the legislative requirements attached to such a Visa. These requirements can vary with the changes in legislation and can vary from one role to another. Hiring of individuals requiring this type of Visa is therefore at the discretion of SMYA and will require the approval of the Managing Director, the Chief Operating Officer and the Chief Financial Officer & General Manager, prior to any offer of employment being made. Where a Business Sponsored/Nominated Visa is endorsed by the Company, the employment offer and commencement of the candidate will be subject to the Visa being granted by the Department of Immigration.

15) NATIONAL POLICY HISTORY CHECK

Individuals applying for work through SMYA may be required to complete a National Policy History Check (NPHC) prior to any offer of employment. All advertisements for positions requiring a NPHC should contain the following disclaimer:

“The successful applicant/s will be required to undertake a National Policy History Check”

Document Number	HR-SMYA-001	Process Owner	HR Department
Document Title	Hiring Policy	Originator	Kat Teran
Page	Page 6 of 7	Revised By	Jacinda Depares
Reason for Revision	General Update	Approved By	Nathan Cameron
Issue Number	3	Issue Date	17/10/2018

	<h1>HR POLICIES AND PROCEDURES</h1>	Policy No: HR-SMYA-001
		Revision No: 3
HR DEPARTMENT	Section: HIRING POLICY	Effective Date: 17/10/2018

Applicants should be advised (in person or over the phone) at the start of the interview/selection process that this will be a requirement. Outcomes and information obtained from NPHCs must not be used for any purpose other than determining the eligibility for appointment to a position or continuing employment. NPHC's and/or copies of NPHC certificates are to be kept in accordance with the National Privacy Principles set out in the Privacy Act 1988.

16) PRE-EMPLOYMENT HEALTH CHECKS

Individuals applying for work through SMYA may be required to complete a pre-employment medical and / or health and wellbeing form prior to any offer of employment. This is used to assist SMYA to place employees in a job that they are fit to perform safely, without risk of injury or illness, or aggravation of a pre-existing injury or illness.

17) LETTER OF OFFER

A signed Letter of Offer needs to be provided to Human Resources prior to an employee's commencement. This is applicable to all roles inclusive of casual appointments.

18) RE-EMPLOYMENT OF FORMER SMYA EMPLOYEES

SMYA does not differentiate either in favour of or against re-employing former employees, subject to certain conditions. SMYA may choose to re-employ a former employee if they are the best person available for the job, based on merit, and no specific decisions have been taken to not re-engage the former employee.

In these circumstances, we may re-employ the former employee in accordance with this Policy. No offer of employment will be made to the former employee until the Human Resources approves the application.

Employees who have been made redundant will not be eligible for re-employment either as an SYMA employee or on a contract (Labour Hire) basis for a period of 12 months post their end date.

19) COMPLIANCE AND ASSURANCE

The Hiring Policy supersedes all previous hiring policies. Compliance with this policy is the responsibility of each individual in which this policy applies. Failure to comply with this policy and the procedures set out within, may result in disciplinary action up to and including termination of employment.

Document Number	HR-SMYA-001	Process Owner	HR Department
Document Title	Hiring Policy	Originator	Kat Teran
Page	Page 7 of 7	Revised By	Jacinda Depares
Reason for Revision	General Update	Approved By	Nathan Cameron
Issue Number	3	Issue Date	17/10/2018