

# Recruitment Policy

## Intent

The Assetlink Group (“Assetlink”) incorporating Assetlink Services Pty Limited, AssetFuture Pty Limited and AssetProjects Pty Limited, Recruitment Policy recognises that in order to succeed, we need talented team members who can make a positive contribution to the development of our business. As such, we recognise that the recruitment and selection of appropriately qualified and motivated team members is critical to organisational effectiveness. Assetlink provides equal employment opportunities without consideration of race, colour, religion, age, sex, marital status, and disabilities.

## Principles

Our recruitment and selection process is based on the merit (skills, qualifications, abilities, aptitudes and performance) of each individual and aims to recruit the best person for the position. The suitability of a candidate for a position is to be determined by the assessment of their skills against specific job competencies and our core values.

All recruitment is conducted in strict compliance with (but not limited to) all relevant state and federal Anti-Discrimination, Equal Employment Opportunity, Affirmative Action, Immigration, and Industrial Relations Laws. No one shall work with Assetlink unless they are fully inducted and Gateway compliant. Local leaders who breach this requirement will be dealt with via the disciplinary process.

Assetlink will provide an induction that will support Hiring Managers in providing a welcoming and informative commencement for their new team members. This will be through a combination of e-Learning, on the job training and where practicable and / or mandated by the client; face to face facilitation. The Learning and Development function will provide support, guidance and access to materials to ensure Hiring Managers are able to provide a high quality and appropriate induction with their new starters.

## RACI

Responsible	It is the responsibility of the National HR Manager to ensure that recruitment and onboarding activities are carried out in compliance with Assetlink guidelines.
Accountable	The final authority for this policy lies with the Managing Director.
Consulted	When making changes to this policy consultation should be carried out with all Hiring Managers.
Informed	All changes to this policy should be communicated to all team members and relevant contractors.

## Operation and Incidence

Our Recruitment and Selection Procedure describes the process to follow when recruiting team members within Assetlink.

Team members are encouraged to advance their careers with Assetlink by applying for internal vacancies for which they are suited.

Assetlink's policy is to recruit and retain the most competent team members to contribute to the growth and success of the business. The objective is to ensure that the Company will be effectively staffed at all times to meet customer requirements both internal and external.

Recruitment procedures will be carried out in a fair, consistent and professional manner and will comply with all relevant statutory requirements, including Equity & Diversity legislation. The objective always is to ensure that the best applicant is selected for a salaried position.

Assetlink's policy is to encourage and prefer internal promotion unless the specialist skills and appropriate experience required for a salaried position are not available within the Company. The objective is to ensure the continuous development of Assetlink team members.

The selection of new salaried team members and promotion of existing team members will always be based on the merit of the applicant and the criteria for the salaried position.

### Affirmative Action

We recognise the need for Affirmative Action and we pledge our commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilised in the Assetlink's work force or affected by policies having an adverse impact.

We recognise the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, we have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilisation of such persons in the work force. We further state that Assetlink will affirmatively provide services and programs in a fair and impartial manner.

This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, redundancies and terminations.

Assetlink will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws,

This policy statement will be made known to all Assetlink team members. We also expect each supplier, union, consultant and other entity(s) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations.

### Indigenous Employment

Assetlink's Indigenous employment objectives are to:

- Encourage and foster the employment and participation of Aboriginal and Torres Strait Islander team members within Assetlink, either directly in our operations or through our contractors.
- Maximise team member development along with the transfer of job skills and information in order to increase Aboriginal and Torres Strait Islander team member knowledge, independence, remuneration, job security and self-sufficiency.
- Facilitate and encourage the direct involvement of Aboriginal and Torres Strait Islander team members in determining career strategies, goals and objectives.

In pursuing these objectives, and in employment matters generally, Assetlink will:

- Respect and consider the cultural, social and religious systems practiced by Aboriginal and Torres Strait Islander people.
- Support participation of Aboriginal and Torres Strait Islander team members in activities of a cultural or ceremonial nature.
- Continue to develop Indigenous employment initiatives and training programs.

Assetlink has developed an “**Indigenous Employment Guideline for Managers**” setting out information on culture, recruitment, interviewing, induction, retention, mentoring, and common issues Indigenous People experience.

## Induction

Assetlink will:

- Continuously review induction programs to ensure information is up to date, relevant, promotes equality of opportunities and is available in a timely manner.
- Ensure delivery of induction content is formatted to engage the target audiences.
- Provide effective induction materials to help Line Managers equip our team members with the knowledge and skills necessary to commence their roles and duties in safe and productive manner.
- Ensure all of our new Team Members attend appropriate and required induction programs in order to ensure:
  - They receive legally required WHS training.
  - They receive legally required training regarding bullying, harassment and discrimination.
  - Company mandated training regarding customer service, Signature Behaviours and disciplinary processes.
  - Client mandated training.
  - Site specific training.
- Provide appropriate sign off tools such as “Job Induction Checklists” in order to ensure a satisfactory role specific orientation
- Provide ongoing learning opportunities for all team members.
- Ensure that all induction training is logged and tracked for the purposes of audit, compliance and consistency.

## Relocation

Assetlink provides for situations where team members may relocate from one place of work to another, either on a temporary or ongoing basis. Where a team member requests to relocate, Assetlink will consider the request and accommodate where possible, subject to operational requirements. All relocation costs will be at the expense of the team member.

Team members may be required by the Company to relocate from time to time between Assetlink locations under the following circumstances:

- Where they have accepted a new role in a different location;
- Where a client has requested their removal or relocation;
- As a result of disciplinary action;
- Where the person’s position is to be made redundant;
- For their ongoing development and / or the development of other team members (such as normal rotation of site managers between locations); or
- Any other operational reason that is reasonable.

Assetlink may agree to assist with the cost of relocation, such as removal of personal belongings and/or provide other financial or non-financial assistance.



Where a team member is requested to relocate and raises an objection to the relocation, Assetlink will consider the objection before a final decision is made.

Where a team member requests to relocate from their current location, or to a particular location, Assetlink will consider the request and will be accept or decline, depending on business needs.

From time to time, the Company may require team members to relocate to another Assetlink site for operational reasons. A team member may only object where the relocation request is unreasonable. Refusal to reasonably relocate may result in termination of employment.

### Individual Responsibility

Any team member who is found to have violated the Recruitment Policy and Procedure will be subject to disciplinary action, which may include counselling or termination of their employment.

End of Policy