

# Recruitment Policy

## Intent

The Assetlink Group (“Assetlink”) incorporating Assetlink Services Pty Limited and AssetFuture 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.

## 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.

## RACI

Responsible	It is the responsibility of the Hiring Manager with the support of the HR team to ensure that recruitment is 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.

### Individual Responsibility

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

Authorised by:

Handwritten signature of Oliver Schacht in black ink.

.....  
Oliver Schacht  
General Manager Assetlink Services

Handwritten signature of Aurora Fonte in black ink.

.....  
Aurora Fonte  
Managing Director