



## RECRUITMENT AND EMPLOYMENT POLICY AND PROCEDURE

**A.M.Y. Nominees Pty Ltd is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Recruitment and employment of appropriately skilled and suitable people will assist in the mitigation of risk with regards to safety and wellbeing in the workplace. Onboarding and inducting strategies will also assist in engaging and setting standards with all employees from commencement, encouraging all staff to feel secure and contribute to a positive team culture.**

### PURPOSE

The purpose of this policy and relevant procedures is to provide a framework from which AMY Nominees and its entities; AMY Environmental Services and Anangu Mining recruit and employ all employees/workers. This will not apply to visitors and contractors.

This Policy will provide guidelines as to the recruitment and employment of all individuals employed by AMY Nominees, AMY Environmental Services and Anangu Mining.

### POLICY

#### **Principals**

All Recruitment and Employment will be based on the following principals:

- **Merit Based** – All recruitment, promotions and other changes in employment conditions will be based on merit as circumstances present at that particular time.
- **Confidential** – All recruitment and employment (and applicable documentation) will be treated as confidential.
- **Positive/Learning experience** – All recruitment activities with all candidates will not always end in a successful outcome. It will be an aim of AMY Nominees at all times to assist with education, positive

reinforcement and constructive advice in all communications for all applicants with a continuous improvement focus for all parties.

- **Indigenous Focus** - As an indigenous focussed organisation, AMY Nominees will attempt to prioritise the employment of AMYAC members and family, other locally based indigenous groups, other non-local indigenous groups and then other suitably qualified applicants as required. All recruitment however will be based on merit, qualifications and suitability.
- **Defined Process** – All recruitment will follow a defined process. Depending on the position as to whether the process is followed formally or informally all recruitment will follow the steps in the recruitment process. (See Procedures)
- **PD or criteria based** - All recruitment will be based on a position description and/or selection criteria, be it internally formally produced, or informally between AMY Nominees entities and the respective client.

## Sourcing

Personnel will be sourced via the following methods:

- **Advertising** – Advertising will only be utilised for two reasons; **1)** To attract suitably skilled applicants that have not yet been identified, **2)** To ensure all interested parties have an opportunity to apply for the position in question.

Not all positions will be advertised. If applicants have previously been identified or have registered an interest in employment, they will be considered for all potential vacancies.

- **Already Identified** – AMY Nominees HR Manager will maintain a database of candidates that have registered previous interest in employment. Their applications may have originated from previous advertising, client referrals, agency referrals, website enquiries, employee referrals, board and client referrals etc.
- **Internal/Existing employee** – Current employees and past employees will also be considered for any suitable roles that emerge. While consideration will need to be made for the person’s current role and the client’s needs, existing employees can be considered for alternative roles. Special emphasis will be given to these individuals when their current contract is nearing completion (if applicable)
- **Agency referred** – Recruitment Agencies and “Job Network” companies may be utilised to identify appropriate candidates. Agencies charging a fee for service will only be utilised in extreme situations for short term coverage or a particular skill set is required. “Job Network” agencies can be a good source of local candidates. Some support services may also be attached to these companies.

## Assessment and Selection

All candidates will be assessed for suitability for employment relative to any applicable role available. Relative experience, skills, licenses and potential will all be assessed for suitability for any particular role at that point in time. Candidates may be reassessed at a later date, if requirements or circumstances change or new roles emerge. All candidates will be reviewed either formally or informally by reviewing their resume, licenses, skills and experience via Phone calls, interviews, on-going communication.

All candidates will be communicated with to verify receipt of their resume.

Other employment checks that may be required depending on the position:

**Reference Checks:** Candidates may be asked to supply a past work referee that can be contacted to verify employment details and past performance.

**Social Media Checks:** The HR Manager may search for a candidate on social media websites. This may provide an informal insight into the candidates' character and social circle of friends and influencers. Not applicable for all roles, but it is becoming more accepted in the industry and can be a regular practice by some of our larger clients.

**Police Checks:** All candidates applying to mining or related works will be subject to a National Police Check as required by AMY Nominees clients. AMY Nominees may be able to accept a previously obtained certificate up to 12 months prior. (Less than 6 is preferable).

Industry standard is to confidentially destroy all Police Check Certificates at the cessation of employment. All records until this time will be kept confidential.

Depending on past offences listed on Police Check certificate, client authorisation and acceptance will be required to gain entry onto the mine site. This will not be an AMY Nominees decision.

**Pre-Employment Medical Assessments:** All candidates applying to mining or related works will be subject to a Pre-Employment Medical Assessment. All medicals will assess a person's physical ability to carry out the duties of the position applied for. Amy Nominees and entities do not wish to place any person at risk of injury by placing them in a role they do not have the physical conditioning to undertake or do not have the functional capacity to achieve in a reasonable amount of time. Additionally, medicals are utilised to record a baseline of information in order to care for the worker throughout their employment. Medicals may involve: Medical questionnaire, Hearing Test (Audiometry), Lung Function Test (Spirometry), Functional Capacity (Strength test relative to role) and a Drug and Alcohol test.

**Drug and Alcohol Testing:** All candidates applying to mining or related works will be subject to Pre-Employment medicals involving a Drug and Alcohol screen. If any non-prescription drugs or an alcohol level are detected, the candidate may be considered not suitable for the role. Depending on the circumstances, re-testing may occur, possibly at the expense of the candidate. Additionally, once employed all employees working on a mine site may be subject to random drug and alcohol tests. If a 'positive' result is obtained and investigated to represent

a true reading, our client may wish to suspend or terminate our employees' access to site. AMY Nominees will also investigate, as a 'positive' reading will be considered a breach of employment conditions with AMY Nominees and may result in termination of employment.

**Non-Mining related employment** – AMY Nominees may ask an employee to take part in drug and alcohol testing if AMY Nominees management suspect a substance abuse issue OR an employee appears to be under the influence of drugs or alcohol. Refusal to take part in such a test may result in disciplinary action and/or termination of employment.

## Selecting Applicants

AMY Nominees HR Manager will oversee and/or action the recruitment process for AMY Nominees and entities. All shortlisted applicants will need to be approved in some form or another by another party.

**If internal AMY Nominees positions**, all shortlisted applicants will be interviewed by a selection panel and in most cases be required to attend a second more detailed interview.

**AMY Environmental Services** positions will be discussed with the General Manager/Contract Supervisor and/or an external consultant to the AMY Nominees business. Approval will be sought from some or all of these parties prior to appointment. Client approval will also be required to gain site access.

**Anangu Mining** positions will be discussed with the client. Second interviews and/or site visits may be required to assess the candidate and allow the candidate an opportunity to experience site and potentially the tasks the role involves. Client approval will also be required to gain site access.

## Appointing Applicants

All AMY Nominees and entities roles will be subject to business requirements at that point in time.

**Permanent Full-Time** - Preference will always be given to Permanent Full-Time agreements. Employment agreements must be agreed to by both parties, refer to a relevant Award or Enterprise Agreement and reflect at least minimum standards of the NES. Agreements can also be subject to change if the requirements of the business, our Client, government regulations or Award conditions or the needs of the employee require. Once changes have been reflected, both parties must again be in agreement.

**Permanent Part Time** – If applicable to employee and business requirements a Permanent Part-Time employee is similar to a Permanent Full Time Employee, however works an equivalent of less than 38 hours per week on average.

**Casual employment** – If applicable to business requirements it may be appropriate for candidates to be engaged on a ‘Casual’ basis. The reasoning for casual employment is generally short undefined periods of time, usually to relieve other staff members taking leave or for short “project” style employment. If the business requirements change to allow a more ongoing work on a regular basis an employee will be offered a more permanent contract.

**Fixed Term** – Occasionally there is a requirement to engage someone on a permanent full-time basis, but only for a set period of time. This gives the employee all the benefits of permanent employment, but confined to a set period of time. This set period may reflect a contract period between the business and a client or reflect a business requirement.

Once working with AMY Nominees or one of its entities, the following policies and procedures are in place to guide employees and to provide a benchmark for management in dealing with issues in the workplace. Including, but not limited to:

- Anti-Discrimination and EEO
- Bullying
- Code of Conduct
- EAP
- Grievances
- Leave
- Sexual Harassment
- Misconduct and disciplinary
- D&A Policy

## RECRUITMENT PROCEDURE

### Internal AMY Nominees position:

Identify Recruitment need

Formalise Position Description and Selection Criteria

Review Database – Any suitable candidates in existing pool?

YES

NO

Discuss role with candidates and assess suitability

Advertise

Shortlist

Background Checks on Shortlist – Police Check, Social Media review, Reference Checks

Establish Selection Panel – Interview Shortlist

Identify most suitable candidates for 2<sup>nd</sup> interview – Review Selection Panel for 2<sup>nd</sup> Interview

Second Interviews – Select Successful Candidate

Offer Candidate position – Notify all unsuccessful candidates

**RECRUITMENT PROCEDURE (Continued)**

**AMY Nominees Entity or External position:**

**Identify Recruitment need**

**Establish Position Description and Selection Criteria**

**Review Database – Any suitable candidates in existing pool?**

**YES**

**Discuss role with candidates and assess suitability**

**NO**

**Advertise – And/or source from external Agencies**

**Shortlist**

**Background Checks on Shortlist – Police Check, Social Media review, Reference Checks**

**Put forward shortlist for Client Approval**

**Client Selects approved applicants for site familiarization (if**

**Successful Candidate – Pre-Employment Medical, obtain uniforms, Arrange site access**

**Offer Candidate position – Notify all unsuccessful candidates**

Name:	Bill Ryan	Position:	General Manager
Signature:		Date:	June 2020
Review date:	30 June 2021		