



RECRUITMENT, INCLUSIVITY AND DIVERSITY POLICY

1 POLICY

The aim of the Recruitment and Selection Policy is to identify and appoint the most suitable applicant for a position in a fair and unbiased manner in line with this Recruitment, Inclusivity and Diversity Policy, which adopts the principles of diversity and equal opportunity.

The process of recruitment and selection is based on merit. The merit of a person eligible for appointment is determined according to:

- The nature of the duties of the position; and
- The abilities, qualifications, and experience of applicants relevant to these duties.

2 DEFINITIONS

Term	Definition
Recruitment	Recruitment is the process of attracting interest and applications for a vacant position within the organisation. This process involves identifying the requirements to perform the duties of a position and advertising the position in a manner to attract suitable applicants.
Selection	The Selection function is the process of choosing the best person for the vacant position. This process includes the shortlisting of applicants for interview, developing questions for the interview, interviewing of applicants and selecting who should be offered the position based on merit.
Appointment	Covers the administrative processes to place and start the successful applicant.
Purpose	The purpose of these functions is to attract, select and appoint the most suitably experienced and qualified applicant based on merit.

3 RESPONSIBILITIES

Pivotree's management are responsible for facilitating the recruitment process. All members of the interview panel are responsible for ensuring:

- they are fully conversant with these selection procedures,
- they have been provided with the advertisement, job description and that the selection criteria are based on these documents,
- that no applicant is unfairly excluded from an opportunity to be interviewed,
- that all matters associated with the selection process are kept strictly confidential, and
- they examine requirements and qualifications carefully without the use of personal bias or irrelevant criteria make recommendations based on the applicant with the greatest merit.

4 PROCESS

4.1 VACANCY ARISES

A vacancy arises when an employee leaves or a new position is established within the Pivotree or Project organisational structure.

4.2 NEED TO FILL POSITION CONFIRMED

When a vacancy arises as a result of an employee leaving Pivotree's service, the organisational structure will be re-examined to determine whether job redesign will be more efficient and whether the position needs to be filled.

4.3 REVIEW JOB DESCRIPTION AND SELECTION CRITERIA

The following procedures need to be followed -

- Examine the job description to ensure that it accurately reflects the current/future duties of the position. Update the job description where necessary.
- Develop the selection criteria (essential and desirable) based on the job description (Director/Manager).

4.4 ADVERTISE

Prepare for Advertising. The job advertisement shall include:

- A brief description of the duties,
- The essential and desirable criteria,
- Any special conditions required of the position,
- Salary range for the position,
- A contact person to obtain further information about the position,
- Where the application (resume and covering letter) should be forwarded and the closing date for receipt of applications,
- List of minimum qualifications and training requirements, and
- Draft to be approved by relevant manager.

Advertise Position:

- Management will determine where the position will be advertised and for what duration.
- Management will decide if an agency will be used to assist in the recruitment and selection process. All external recruitment to be approved by a Pivotree director.
- All enquiries and applications will be treated with the utmost confidentiality.

4.5 SHORTLIST APPLICANTS AND SELECT APPLICANT

- For jobs directly advertised all letters and resumes submitted by applicants will be evaluated by Human Resources against the selection criteria.
- Applicants, who do not meet the essential criteria, will not be interviewed.
- Resumes and letters for suitable applicants will be forwarded to managers for approval to call for interview.
- Information relating to applicants received through a recruitment agency will be forwarded to managers for approval to call for interview.
- An interview schedule will be prepared by Management and the interview panel informed.
- Shortlisted applicants will be notified by Management.
- Applicants will be contacted by phone or email with proposed date of interview.
- Where practical, applicants shall be given three clear working days' notice of interviews. Where that is not possible, a shorter timeframe may be agreed to by the Human Resources Manager.
- Equal time shall be scheduled for each applicant interviewed.

4.6 INTERVIEW APPLICANTS AND SELECT APPLICANT

4.6.1 DEVELOPING INTERVIEW QUESTIONS

- Questions addressing the essential and desirable criteria contained in the job specification and job advertisement shall be prepared jointly by the interview panel prior to the interview.
- A written copy of the questions with provision for recording applicants' responses will be provided to each member of the interview panel. (Form – employee appointment process)
- Only questions relevant to the position shall be included in the list of questions.
- A decision on the duration of interviews and format of the interviews will be decided jointly by the interview panel prior to the interviews.

4.6.2 CONDUCTING INTERVIEWS

It is the interview panel's responsibility to ensure that each applicant is made to feel comfortable at the interview and treated equally during the interview in accordance with equal employment opportunity principals.

- Each applicant shall be asked the same questions.
- At the completion of the interviews each member of the interview panel shall independently rate the applicants against the selection criteria.
- The interview panel where possible should reach consensus on the applicant with the most merit to fill the position.
- The interview panel shall recommend a commencing salary in accordance with the qualifications and experience of the selected applicant.
- Unsuccessful applicants who are considered suitable shall be ranked in order of preference.
- Management will compile a brief selection report which shall include a recommended commencing salary and any review conditions if applicable.
- The selection report will be signed by each member of the interview panel and forwarded together with the evaluation sheets to the Director for approval to appoint.

4.6.3 ADVICE TO APPLICANTS

- Management shall be responsible for advising the selected applicant that he/she has been selected for appointment.
- Applicants will be requested to forward copies of all relevant qualifications and training for verification.
- Unsuccessful applicants who were selected for interview shall be advised by Management that their application was unsuccessful, on the same day that the selected applicant is advised, where possible. Such advice shall be followed up in writing.
- Unsuccessful applicants who were not selected for interview shall be advised in writing at this time.
- Management shall negotiate a commencement date and notify the appropriate Director/Manager.
- Management shall then prepare for signature by the appropriate Director a letter of appointment containing all conditions discussed with the successful applicant.

4.7 REFERENCE CHECKING

- Management will be responsible for relevant reference checks.
- The reference checks will be based on the applicant's ability to carry out the duties of the position in accordance with the selection criteria.

4.8 COMMENCEMENT OF EMPLOYMENT

- Each new employee shall undertake a company induction that includes health and safety, policies, procedures, office administration, data management and document control. (Documentation - Induction manual and induction checklist)
- All relevant paperwork will be completed by employee (superannuation, tax file number, personal details form, IT agreement, and confidentiality agreement).
- An employee directory will be established (electronic and paper based) along with IT and timesheet accounts.

5 DIVERSITY

Pivotree aims to create a professional and respectful environment for all personnel. Pivotree is committed to ensuring that the working environment is free from bias, discrimination and harassment and avoids stereotyping and false assumptions about people based on their sex, marital status, sexual orientation, race, nationality, colour or ethnic origin, age, religious or political conviction, impairment or disability, medical conditions or status, or family status. Pivotree will not tolerate breaches of this Recruitment, Inclusivity and Diversity Policy by any employee or agent.

5.1 DIVERSITY OBJECTIVES

Pivotree aims to:

- create a working environment which is free from bias, discrimination, and harassment and where all members of staff are treated with dignity, courtesy, and respect,
- treat all complaints in a sensitive, fair, timely and confidential manner,
- protect against victimisation or reprisals,
- encourage the reporting of behaviour which breaches the diversity policy, and
- always promote appropriate standards of conduct.

5.2 CONSEQUENCES FOR BREACHED POLICY

Depending on the severity of the case, consequences of bias, discrimination, or harassment it may include an apology, counselling, transfer, dismissal, demotion or other forms of disciplinary action. Disciplinary action will be taken against anyone who victimises or retaliates against a person who has complained of bias, discrimination, or harassment.

5.3 RESPONSIBILITIES OF MANAGEMENT AND STAFF

Managers and supervisors have a responsibility to:

- monitor the working environment to ensure that acceptable standards of conduct are observed,
- model appropriate behaviour,
- treat all complaints seriously and take action to investigate and resolve matters,
- refer a complaint to another if they do not feel that they are the best person to deal with the case (for example, if there is a conflict of interest or if the complaint is particularly complex or serious), and
- All staff (or agents), have a responsibility to:
 - comply with the organisation's diversity policy,
 - offer support to anyone who is being harassed and let them know where they can get help and advice (they should not, however, approach the harasser themselves), and
 - maintain confidentiality if they provide information during the investigation of a complaint.

5.4 INDIVIDUALS CAN GET HELP, ADVICE OF, MAKE A COMPLAINT TO THE FOLLOWING DIRECTOR

The current or acting Managing Director.

5.5 OPTIONS AVAILABLE FOR DEALING WITH BIAS, DISCRIMINATION OR HARASSMENT

- Informal action such as confronting the harasser directly (only if the individual feels confident enough to do so).
- Making an informal complaint to above listed persons.
- Making a formal complaint to above listed persons.

Pivotree aims to create a professional and respectful environment for all personnel. Adherence and respect for this policy will help us achieve that aim.



Christopher Merrick

14 April 2022