



O & M Letsatsi PV Plant

Recruitment Policy

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Approvals:

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1 PURPOSE

The company strives to appoint the best available skills that will contribute to the sustainability of the organisation in the most efficient and effective manner.

1.1 What it seeks to address

Attract talented employees who are suitably qualified and competent to perform the inherent requirements of the position.

Promote workplace diversity.

Professional recruitment, selection and placement practices that are consistently applied across the organisation.

Provide for fair, transparent and effective recruitment practices that comply with the applicable legislation.

Recruitment that is conducted for the purpose of the achievement of the strategic and operational human capital needs of the organisation.

1.2 Benefits

Achieve goals of building and transforming human capital.

Better employee retention.

Compliance with applicable statutes.

1.3 Regulatory framework

The Constitution of South Africa, Act 108 of 1996

Labour Relations Act, 66 of 1995

Basic Conditions of Employment Act, Act 75 of 1997

Employment Equity Act, Act 55 of 1998

Skills Development Act, Act 55 of 1998

Immigration Act, Act 13 of 2002

1.4 Stakeholders

Company Management

Human Resources

Finance - Payroll Office

Applicants for Employment

2 POLICY

2.1 Application for Appointment

The invitation to potential candidates to apply for company positions shall be done in a fair, transparent, efficient and cost effective manner.

2.2 Fair and Efficient selection

Applicants are selected based on an assessment of their skill and competencies to be successful against the inherent job requirements.

Preference will be given to suitable candidates from the designated groupings as defined by the Company's obligations to its stakeholders and any Economic Development Obligations.

Psychometric assessments may be utilised provided that this is conducted in accordance with the Health Professions Act of South Africa guidelines.

Qualification verification, reference and criminal checks are conducted on all potential employees by an accredited agency once written consent of the candidate is solicited. Additional checks, as deemed necessary and appropriate for the job requirements, may also be conducted.

If it is an inherent requirement of the position, an employee's appointment may be subject to proof of good health by a registered medical practitioner assigned by the company, in accordance with relevant legislation, at company's expense.

The decision to appoint, will be based on verifiable information sourced and or presented by the applicant as part of the recruitment process.

Unsolicited employment applications received by the company for no specific position may be considered subject to the candidates meeting requirements for positions.

2.3 Objective Appointment

Company appointments must meet minimum requirements as per the criteria set out in the job description.

Former company employees are eligible for re-employment provided they had not been dismissed.

The company is obliged to re-employ a former company employee who had been retrenched within a period of twelve months provided that such employees are able to satisfy the minimum job requirements and are not required to follow the full required recruitment process. Subject to applicable regulation, this appointment is deemed to be a new contract with the company and not a continuation of the previous employment relationship.

Company candidates from the human capital development pipeline who have successfully completed their training may be appointed without following the full required recruitment process. Where more than one potential candidate is being considered for a single position, a selection process will be completed to determine the most suitable candidate for appointment.

The company gives preference to South African citizens but, where the required skills do not exist in the country, the appointment of a foreign national is allowed subject to the foreigner being in possession of a valid work permit or residence permit in line with immigration legislation.

The appointment of relatives or family members where a reporting relationship exists between the manager and another member of the same family is not permitted. The appointment of relatives or family members can only be considered where the required recruitment procedure has been adhered to and the employment of the candidate is in the best interests of the company and would not give rise to conflict of interest or perceived conflict of interest.

A decision on remuneration of new employees shall be in line with 'company's Remuneration Policy.

2.4 Employee Induction

All newly appointed employees should undergo the required induction programme as designed from time to time.

2.5 Management of Recruitment Records

Records of the interview and selection process; i.e. advertisements, applications forms, rating sheets, recommendations, will be retained for a period of 2 (two) years after the appointment of suitable candidates have been made.