

## Recruitment & Selection Policy

Menzies will promote fair and reasonable recruitment practices throughout the organisation by following the below steps:

### Antidiscrimination and equal opportunity provisions

The company will provide equal opportunity in respect to employment and employment conditions, including:

- recruitment and selection;
- training;
- career advancement

Managers are responsible for developing and encouraging a positive environment, where all employees are treated with respect and dignity. Managers must take responsibility for reporting breaches of this policy, and should themselves act in accordance with its spirit.

### Related Policies

- Code of Conduct Policy
- Corporate Social Responsibility Policy
- Corrective Action and Discipline Policy
- Drug and Alcohol Policy
- Flexible Work Policy
- Gender Equality Policy
- Harassment, Discrimination and Bullying Policy
- Preferred Dress Policy
- Systems, Internet and Email Policy
- Whistleblowing Policy
- WHS Policy

### Internal applicants

The [Careers @ Menzies Policy](#) and procedure outlines Menzies position on the internal selection process.

This policy also highlights the process for advertising for vacancies via the various job boards the company has available.

### Legal information

The Equal Opportunity Act 2010 protects people from discrimination based on a number of personal characteristics. Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic that is protected by law. The 18 personal characteristics that are protected under the Act are:

- Age
- Breastfeeding
- Carer status
- Disability
- Employment activity
- Gender identity
- Industrial activity
- Lawful sexual activity

- Marital status
- Parental status
- Physical features
- Political belief or activity
- Pregnancy
- Race (including colour, nationality, ethnicity and ethnic origin)
- Religious belief or activity
- Sex
- Sexual orientation
- Personal association with some who has, or is assumed to have, any of these personal characteristics.

Discrimination can be direct (i.e. when you treat someone unfavourably because of an actual or assumed protected characteristic) or indirect (i.e. when you treat everyone the same and it turns out to be unfair to some people).

An example of direct discrimination would be when you don't hire a mother because you believe her child care responsibilities will impact on her commitment to the job.

An example of indirect discrimination would be where you require all candidates in a selection process to complete a physical test which does not have relevance to the role and could disadvantage someone who is older or is disabled and may not be able to complete the test.

The law applies not just to organisations but to individuals as well including directors and managers, HR professionals, recruitment consultants, employment services agencies, industry and employment peak bodies and anyone with responsibility for interviewing or recruiting employees.

The law applies to the recruitment and selection process in the following ways:

### **Advertising**

It is against the law for you to publish or display (or for you to authorise someone else to publish or display) an advertisement that intends to discriminate.

- A good recruitment advert will focus only on the skills and abilities required to perform the job.
- Personal characteristics may only be mentioned if they are part of the genuine requirements of the job.
- The advert should be written in a way that does not discourage some people from applying or imply that only certain applicants will be considered.
- Check your advert to ensure it does not contain words or phrases that could be seen as restrictive or discriminatory i.e. seeking mature professional.
- Consider including a diversity statement that encourages people from different backgrounds to apply.

### **Short-listing applicants**

Employers and recruitment professionals must have a clear understanding of the job requirements and be consistent in reviewing applicants in relation to their capacity to do the job. To avoid discrimination during short-listing processes, ensure you:

- Evaluate applicants using the selection criteria, matching skills, ability and experience with the job requirements
- Be consistent with your decision making
- Clearly document your reasons for making decisions to help you to provide feedback to candidates
- Seek further information from the candidates where necessary.

### **Opportunity for interview**

Employers and recruitment professionals need to ensure all candidates have an equal opportunity to participate in the interview process.

- The interview should be conducted at an accessible venue.
- Candidates should have the opportunity to advise if they have special needs in order to participate in the interview (e.g. interpreter, wheelchair access etc)
- Care should be taken to focus only on the candidate's ability to do the job and not on stereotypes about how their 'type' will behave e.g. assuming a 'gen Y' will not stay in the role, or that a young married woman will get pregnant and go on leave etc).

### **Gathering information from candidates**

The types of questions which cannot be asked in an interview include:

- What is your age? (except in case of juniors or where date of birth is required for identification purposes)
- Where were you born? (proof of right to work in Australia may be requested)
- What church do you attend? Who is your priest/rabbi/minister?
- What is your father's surname?
- What is your maiden name? (except for proof of identification)
- What is your marital status? (you may ask for their preferred title i.e. Mr, Mrs, Miss, Ms, Dr etc)
- Who resides with you? Do you own or rent your place of residence?
- How many children do you have? How old are your children? Who takes care of your children while you are at work? (you can ask if a candidate can work overtime, nights, weekends etc if it is a requirement of the job)
- Where does your spouse work? Where do your parents work?
- Have you ever had your wages garnished?
- Have you ever been arrested? Have you ever been convicted of a crime? (unless in instances where the information is job related or a legal requirement for the role)
- Do you have any disabilities?
- Have you ever made a workers compensation claim?

After you have conducted an interview, you may gather a variety of other information about the candidates on which you will make your decision and you must ensure that this information is relevant to the role and not discriminatory. This information may include:

- Referee checks
- Medical tests
- Psychological and aptitude tests
- Criminal record checks (required in all States & Territories)
- Working with Children Check

Please note is an expectation that all management positions include a psychological assessment which will be administered by the Human Resources Department.

For clarity purposes, any position from Contract Manager and above will require a testing completed prior to commencement in the business. This includes all management head office positions.

### **Selection decision and offering the job**

You should ensure that your selection is fair and non-discriminatory by:

- Planning your approach to eliminating discrimination in your recruitment and selection processes
- Educating others involved in the process in EEO
- Casting the net as widely as possible to encourage a diverse group of candidates

- Being consistent and fair in the way you treat all candidates
- Accommodating individuals who require adjustments to the process
- Focussing on the genuine and essential requirements of the role
- Setting aside personal bias, myths and stereotypes
- Keeping records of your decisions and what they were based on
- Focussing on the genuine and essential requirements of the role and selecting the best person for the role.

### Recruitment process

- Please refer to the [New Employees Procedure](#) and the [User Guide – Employee Onboarding](#) for the recruitment and onboarding process at Menzies

### General protections

Menzies will be compliant with the Fair Work Act's General Protection legislation, for the purpose of this policy, Industrial activities of the General Protections legislation has been highlighted:

A person must not take adverse action against another person because they engaged in or proposed to engage in industrial activity (such as belonging to or participating in a union), including refusing to participate in any industrial action.

Industrial activities cover activities associated with freedom of association including:

- becoming or not becoming a member of industrial associations (e.g. unions and employer associations)
- representing or advancing the views, claims or interests of an industrial association
- taking part in protected industrial action, or
- refusing to take part in industrial action.

### Checking work rights

A single check confirming citizenship or permanent resident status at the time of employment is all that is required.

To confirm Australian or New Zealand citizenship an employer can sight:

- Australian or New Zealand passport
- Australian birth certificate and a form of photo identification
- evidence of Australian citizenship and form of photo identification
- certificate of Status for New Zealand citizens in Australia and a form of photo identification.

To confirm permanent resident status, an employer can sight:

- certificate of permanent resident status and a form of photo identification
- a passport issued by the government of another country along with a check using [Visa Entitlement Verification Online](#) (VEVO).

In the absence of a form of government-issued photo identification, an employer might choose to sight as many of the following supporting documents considered necessary to confirm identity:

- confirmation of enrolment to vote in Australian state or federal elections
- Medicare card

- driver's licence / taxi license
- tax file number
- references from previous employers
- tenancy agreements or home ownership details
- tertiary qualifications certificate
- trade certificate
- change of name certificates (if applicable).

**Note:** The above documents do not provide evidence of permission to work.

We recommend copies of any sighted documents be kept in the employee's record.

### Checking non Australian Citizens right to work

You must check the visa details via the online service [Visa Entitlement Verification Online \(VEVO\)](#).

### Police Checks

Prior to the employee commencing onsite with Menzies they need to have completed a current Police Check.

The procedure for the Police Check can be located on GoMenzies here: [New Employees Procedure](#).

It will be a requirement that Police Checks are updated once every three years, this will be at Menzies cost and the following procedure will be followed:

1. Payroll will produce a monthly report once a month showing:
  - a. When the employee was cleared for the Police check
  - b. When the employee is expected to renew their Police Check (three years after the initial clearance being provided)
2. Human Resources will identify those employees who need to be rechecked (post three years from initial Police clearance) and forward to the relevant Branch Manager and administrator for the clearance to be updated
3. Once the new clearance has been completed the relevant information will be forwarded to payroll for updating the payroll records and shall be placed on the employees personnel file for final record
4. Please refer to MMS Human Resources should an employee not pass the Police check

Authorised by:



Timothy Newton  
CHIEF EXECUTIVE OFFICER

Translation can be arranged through your Branch Office for staff with this need.

- **Spanish Translation:** Por intermedio de la Oficina Regional se puede organizar traducción el personal que la necesite.
- **French Translation:** traduction peuvent être organisés par le Bureau régional pour le personnel avec ce besoin
- **Italian Translation:** Una traduzione potrà essere eseguita attraverso l'ufficio regionale per il personale che dovesse averne bisogno.
- **Serbian Translation:** Превод се може организовати преко Регионалне канцеларије за особље коме је потребно.
- **Croatian Translation:** Prijevod se može organizirati preko Regionalnog ureda za osoblje kome treba.
- **Greek Translation:** Μετάφραση μπορεί να κανονισθεί μέσω του Περιφερειακού Γραφείου για προσωπικό που έχει αυτή την ανάγκη.
- **Macedonian Translation:** Превод на текстови може да се организира преку Регионалната канцеларија за персоналот кој има таква потреба.
- **Russian Translation:** Перевод может быть организовано через региональное отделение для сотрудников с этим необходимо
- **Finnish Translation:** käännös voidaan järjestää aluetoimiston henkilöstön tämän tarpeen
- **Thai Translation:** แปลโดย ีตม ัน Regional Office ส ำทรร ับพ น ำงงานท ม ี ีตม ัน
- **Arabic Translation:** عمده الحجة كميون ترجمة م یتر تا من لاخل تكلماب بلق یمی للموظفین
- **Persian Translation:** ار بار یا مطنم رنقد قیر ط زا دناوتی م مجرد کادنمرن یان ینار بشادیبا ظنتم:
- **Turkish Translation:** Çeviri Bölge Müdürlüğü personeli için aracılığıyla bu ihtiyacı ile ayarlanabilir
- **Filipino Translation:** pagsasalin Maaari Maging hagdan pamamagitan ng Regional Office para sa mga tauhan na ito kailangan
- **Indonesian Translation:** terjemahan Bisa Diatur Melalui Kantor Wilayah untuk staf dengan kebutuhan ini
- **Malay Translation:** penterjemahan Bisa Dikawal Melalui Pejabat Wilayah untuk kakitangan dengan keperluan ini
- **Swahili Translation:** Tafsiri unaweza ukapangwa kupitia Ofisi ya Mkoa kwa ajili ya wafanyakazi na hitaji hili
- **Afrikaans Translation:** H ́y b ́o t r ́i c ́o t h ́e d i c h q u a V ́a n p h ́o n g K h u v u c n h ́a n v i ́e n c ́o n h u c ́a u n ́a y
- **Vietnamese Translation:** H ́y b ́o t r ́i c ́o t h ́e d i c h q u a V ́a n p h ́o n g K h u v u c n h ́a n v i ́e n c ́o n h u c ́a u n ́a y
- **Japanese Translation:** hon'yaku wa , chiiki jimusho no sutaffu wotsujite, kono hitsuyō sei ni haichi suru koto ga deki masu
- **Chinese Translation (Traditional):** fān yì kě yì ān pái tōng guò qū yù bàn shì chǔ de gōng zuò rén yuán, zhè fāng miàn de xū yào
- **Chinese Translation (Simplified):** kě yì ān pái fān yì tōng guò qū yù bàn shì chǔ de gōng zuò rén yuán yǔ c