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1. OBJECTIVE

The purpose of this procedure is to define how OOPC will employ its staff.

2. APPLICATION FIELD

This standard operating procedure covers all employment activities of the OOPC.

3. ABBREVIATIONS

HRC	Human Resources Controller
MD	Managing Director
HSE	Health, Safety and Environment
OOPC	Okomu Oil Palm Company
NYSC	National Youth Service Corps
IT	Industrial Training
CDA	Community Development Association
HOD	Head of Department

4. DEFINITIONS

Ñ **Direct Employment:** An applicant may be employed as a staff of the company subject to confirmation after probation until the employment relation is severed through resignation, retirement, redundancy, termination, dismissal or death.

Ñ **Indirect (Contract) Employment:** OOPC may deem it necessary to outsource certain services to labor vendors or engage some workers on contract basis. The worker(s) engaged under indirect employment, while working for OOPC, is/are not employee(s) of the company and thus is/are not beneficiary(ies) of the company's terms and conditions of employment, nor can they make any claims whatsoever on the company except those explicitly stated in their contract of engagement.

Ñ **Temporary staff:** A person is designated as a temporary staff when he/she is employed on a short-term basis such as NYSC and Industrial Training (A minimum of 18 years of age). The company's terms and conditions of service are not applicable to temporary staff.

5. NIGERIAN REGULATIONS:

Force labour convention, 1930 convention 29 and Nigerian Labour Act, 2004.


Nigerian law states no person shall be forced to work under duress, or threat and for which said person has not offered them self voluntarily.

Child Labour: Section 59 of the Nigerian Labour Act, 2004.

No young person under 16 shall be employed by OOPC or through a third party.

6. RESPONSIBILITY AND AUTHORITY

HOD will ensure that an additional staff is required before a job requisition is made.

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HRC is responsible for the implementation and monitoring of this procedure.

HODs and HRC are responsible for the upkeep of all departmental organograms on an annual basis.

HODs and HRC are responsible for the upkeep of all staff job descriptions within all of the above employment categories on an annual basis.


7. **PROCESS DESCRIPTION**

The procedure for employment into any of the above types of employment shall be as follows:

- There must be a vacancy before a department can request for additional staff.
- The department requiring a vacancy to be filled or requesting for additional staff will complete a job requisition form stating reasons for the request, the job description and the required qualification.
- The requesting department will submit the completed job requisition form to HRC for processing and final approval by the MD.
- Upon approval by the MD, HRC announces a job vacancy and solicits for applications from suitably qualified candidates.
- The HRC department, in conjunction with, the HOD prepares a short list of candidates and invites them to be interviewed based on the existing vacancy/vacancies.
- The selected applicant will be presented to the MD before an offer of employment is signed and issued.
- An acceptance of such offer of employment by the prospective employee implies an agreement on his/her part to abide by the terms and conditions of employment, as contained in his/her letter of employment.
- OOPC employment is based on equal opportunity, regardless of sex, race, ethnicity, religion or political persuasion. Prospective employees will be judged on merit, relevant qualification and experience.
- OOPC shall endeavour to give the first right of employment to candidates within its neighboring communities, especially where one candidate is not from a neighbouring community and the other candidate is, and where both candidates are equally qualified in all aspects for that vacancy. OOPC vacancy/vacancies will be placed on the community notice board and the community CDA will provide OOPC with, what they deem to be, suitably qualified candidates for these job vacancy/vacancies. OOPC is at liberty to choose the mode of employment of the candidate, as defined in Clause 4.

8. **RECORDS**

- a. Job requisition form
- b. Short list

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9. REFERENCE

- a. RSPO Criteria 6.5, 6.6, 6.8, 6.9, 6.11, 6.12 and 6.13
- b. FSC Criteria 4.3,
- c. IFC (2012) Performance Standard 2: Labor and Working Conditions.
- d. Nigeria Labour Laws
- e. Nigeria Factories Act, 2004.

10. REVISION STATUS

Rev.	Date	Details
0	07/03/2016	Initial release