



Document title

OKOMU OIL PALM COMPANY PLC

Revision: 3

Date: 07/09/20

RECRUITMENT POLICY

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1.0 Policy Statement

The Company's current recruitment policy is performed on a competitive interview and equal opportunity basis, regardless of sex, race, ethnicity, religion or political persuasion solely on merit, relevant qualifications and/or experience in collaboration with or on behalf of OOPC through certified labour brokers.

2.0 Scope

This policy is applicable to certified labour brokers for all recruitment processes on behalf of OOPC where the company requires the services of any person on a secondment basis. Where independent contractors and/or third parties require the recruitment of labour or staff, either directly or indirectly through labour brokers, then the contents of this policy are also applicable to them.

3.0 Definitions

- (i) **Direct Employment:** This is no longer an option in OOPC, but current employees who are employed as a staff of the company on this basis, are, as per their terms and conditions of employment, which includes confirmation after probation until the employment relationship is severed through resignation, retirement, redundancy, termination, dismissal or death.
- (ii) **Seconded Employees:** OOPC currently utilizes the services of Federal Government Ministry of Labour certified brokers to source an employee or a group of employees on behalf of OOPC under similar terms and conditions, to those stated in Clause 1.0 herein, and whom are, once chosen, then assigned to work for OOPC under similar terms and conditions to those employees denoted in Clause 3.0 (i). On expiry of the secondment term, for any of the reasons stated in Clause 3.0 (i) herein above, the employee (the 'seconded') will then return to their original employer (the 'Broker').
- (iii) **Temporary staff:** A person is designated a temporary staff when he /she is employed on a short-term basis, such as NYSC and Industrial Attachment (a maximum of 12 months at any given time). The company's terms and conditions of service are not applicable to temporary staff.

4.0 Recruitment Procedures

The procedure for employment into any of the above (i-iii) categories of staff shall be as follows:

- I. There must be a vacancy before a department could request for additional staff.
- II. The department wanting to fill a vacancy or requesting for additional staff, shall fill an employee's job requisition form stating reasons for the request, the job description and the required specification (Qualification)
- III. The department sends the completed job requisition form to the HR for processing and approval by the MD.
- IV. Upon approval by the MD, the HRD announces a job vacancy and solicits for applications from suitably qualified candidates.
- V. The HR department invites short listed candidates to be interviewed, in conjunction with the Head of department where the vacancy exists.
- VI. The department would then fill a skill proficiency form for the successful/selected candidate which would be sent to the HR for processing and approval by the MD before an offer of employment is signed and issued to the candidate.
- VII. The interview is conducted in the department where the vacancy exists in conjunction with HRD.
- VIII. 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.
- IX. OOPC employment is based on equal opportunity, regardless of sex, race, ethnicity, religion or political persuasion. Prospective employees would be judged on merit, relevant qualification and experience.
- X. OOPC shall endeavor to give the first right of employment to candidates within its neighboring communities, especially where one candidate is not from a neighboring 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 will provide OOPC with what they deem to be suitably qualified candidates for these vacancy/vacancies. In the event that the communities cannot provide suitable candidates that suit the existing vacancy, OOPC would make use of media outlets to source for suitable candidates to fill the existing vacancy. OOPC is at liberty to choose the mode of employment of the candidate as defined in clause 4

NOTE

- Provision of a Nigerian National Identity card is an added advantage.
- For any employment to be carried out, the minimum age requirement of 16, as stipulated in the Labour Act, 2004, as amended, of the Federal Republic of Nigeria must be met.
- Medical fitness certificate must be conducted.
- No payment of any form of recruitment fee.

5.0 Record of Approval

Task	Name/Signature	Job Title	Date
Approved by	Dr. Graham Hefer	Managing Director	29 SEP 2020

MANAGING DIRECTOR
OOPC
29 SEP 2020
DR. G. HEFER