

RECRUITMENT POLICY

Pipemech is committed to apply a fair approach to the recruitment, assessment and selection process, ensuring consistency with the principals of equal employment opportunity and anti-discrimination policy.

Aim and Objectives:

- + To recruit appropriately highly skilled and experienced personnel using a recruitment process that is efficient, transparent, professional and timely;
- + To use merit based recruitment and selection processes which comply with all relevant legislation and promote a diversity within the workforce;
- + To ensure all new staff are inducted appropriately according to their role within the organisation and that performance during probation period is monitored in a timely and consistent manner so that new personnel are supported whilst they settle into their new role and work environment;
- + To attract and retain the services of high quality personnel within the organisation by offering highly competitive remuneration and benefit packages which are reviewed through performance evaluations and reward outstanding service;
- + To offer career development opportunities that facilitate skills development, continuous improvement and enhance organisational capacity and efficiencies within Pipemech, Positions be made available to internal and/or external candidates with initial consideration given to existing personnel for advancement and new positions whenever possible and/or practicable, and
- + To adhere to the provisions of Equal Employment Opportunity and Anti-Discrimination Policies.

Responsibilities:

Managers and Supervisors shall:

- + Adhere to recruitment, mobilisation and Induction processes as defined in the Recruitment and Engagement Procedure CORP_1200_PR_0003 when recruiting personnel; and
- + Ensure that existing personnel are advised of employment opportunities within Pipemech, and provide appropriate support and encouragement to existing personnel interested in applying for internal positions that become available.

All Pipemech Employees shall:

- + Adhere to the Pipemech Code of Conduct and all relevant policies and procedures that pertain to the recruitment, induction and mobilisation processes, relevant to their work environment.

AUTHORISED BY

A handwritten signature in black ink, appearing to read "R.A.", is written over a light blue horizontal line.

Rohan Ackroyd
Managing Director
Pipemech Australia Pty Ltd

Date 3.8.15