

STAFFING AND RECRUITMENT PROGRAM COMMITMENT

Andlauer Healthcare Group (“AHG”) ensures equal opportunity and fair hiring practices when filling all positions and, to ensure ongoing business success, we hire the most qualified candidates. AHG has adopted a policy so all employees and potential candidates are fairly and consistently considered for employment opportunities.

PURPOSE

The Staffing and Recruitment Program ensure that best practices are in place for all posted and recruited positions. The policy ensures our organizations meet legislated, social, diversity, and inclusivity requirements throughout the recruitment process.

WHO IS RESPONSIBLE IN OUR STAFFING AND RECRUITMENT POLICY?

Any department or person associated with recruiting in AHG are responsible to understand and adhere to the key principles in the policy. These principles cover expected conduct and the recruitment process.

STAFFING AND RECRUITMENT PROGRAM STRUCTURE

The Staffing and Recruitment Program ensures that all candidates and employees receive the respect and fairness required during internal and external recruitment processes.

The program is a multi-tiered and cross-departmental. Staffing and recruitment responsibilities are shared between all functional areas within the program.

Where possible, we use digital management systems to support the program. Great care is taken to ensure all digital support technology also aligns to our fundamental approach to fair and equitable selection.

Internal Job Postings

- All open positions are posted for one week to provide current employees the opportunity to consider and apply for new employment/promotional opportunities.

- Qualified associates are invited to apply with a resume before the closing date. It is the responsibility of the associate to ensure that the hiring support person receives their resume prior to the closing date of the posting.
- Positions at the supervisor level or above will be posted internally at the discretion of the hiring leader.

External Job Postings

- External job postings shall be on appropriate and recognized job boards and sites that will reach a wide scope of diverse, qualified candidates.
- The hiring support person shall be responsible for managing the postings and screening candidates.
- At the sole discretion of the company, external staffing agencies may be used to ensure candidate depth.

Application Process

- All applicants, both internal and external, must complete the application process and provide a resume.
- Associates who are on leave (e.g. parental leave) who wish to express interest in specific positions should they become vacant while they are on leave should provide human resources (HR) with their resume.
- AHG will review and screen all applications to ensure they meet necessary requirements, interviewing the most qualified candidates.

Interviews

- Interviews shall be scheduled by the hiring support person and conducted by the hiring manager or designate using a fair and unbiased process.
- Upon completion of all scheduled interviews, the hiring manager shall review the results. The hiring manager will then make hiring decisions at their discretion.
- All non-successful applicants are notified. Internal candidates will be notified and provided with feedback.

- All hiring practices will abide by accessibility legislation.

References and Background Checks

- The hiring support person shall conduct reference and criminal background checks on all potential candidates for employment as a condition of employment.
- All references shall be reviewed to ensure they meet qualifications for the position.

Offers of Employment

- A conditional offer of employment, copy of job description, and benefits overview will be provided to the successful applicant.
- If the applicant accepts an offer of employment, they will be considered an employee and provided with a start date and location to report for duty.
- Employees will be assigned their job-specific training on their first day.
- Employee orientation shall be provided, including additional workplace policies, rules and regulations, and other job-specific information. Authorization forms and policies shall be signed during this period of orientation.