

Meneghello is committed to attracting and recruiting the best possible candidates for available positions and providing equality in employment for all people employed or seeking employment with us. To attract and retain best quality personnel, a commitment to best practice recruitment is required.

All recruitment and selection procedures and decisions will reflect Meneghello professionalism and commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities.

When it becomes necessary to recruit for a position, the recruiting Manager will refer to the relevant position description requirements and key selection criteria for the position. Resumes will be screened, and interviews conducted against the position requirement and criteria.

Reference checks will be conducted prior to an offer of employment being extended to a candidate. The Federal Privacy Legislation applies to employee records held by an organisation.

Meneghello is committed to inducting all new employees/contractors into the company, in order to ensure they have a smooth integration into their role and become operationally competent.

The Induction process is well planned, conducted and evaluated which will enable new employees/contractors to learn about the organisation, its culture, policies and procedures relating to them and the requirements in relation to work, as well as the Health and Safety requirements of their role. All inductions are completed and signed off in line with the company Induction Checklist.

If an employee has doubts about any aspect of this Policy, they must seek clarification from their manager or the Managing Director. This Policy shall be reviewed periodically, and disciplinary action may be taken against any employee found to have breached its principals

Signed:   
Danny Meneghello  
Managing Director

Date: 05/03/2020

Rev 4

