

HUMAN RESOURCES POLICY

Killarnee Civil and Concrete are committed to continuously improving all aspects of human resources management by:

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Ensure the recruitment, employment and placement of personnel is appropriate to the role we expect them to fulfill.

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Considering existing staff advancement opportunities prior to looking outside the company.

To Achieve these goals, Killarnee Civil and Concrete will:

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Ensure that appropriately skilled and experienced employees are employed and managed in line with company and project requirements.

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Ensure all candidates for employment successfully pass all stages of the recruitment and selection process prior to an offer of employment.

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Ensure wages candidates sign an appropriate work agreement prior to commencement.

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Ensure staff candidates sign a Letter of Offer prior to commencement.

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Pay all salaries, wages, allowances and other entitlements as outlined in individual Letters of Offer and Work agreements.

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Ensure employees are not expected to conduct any work without direct supervision, that he or she is not suitably trained for or produced acceptable evidence of competency or experience as appropriate to the task.

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Ensure that no employee shall fulfill any role where that employee reports directly to a relative or family member of any kind.