

Recruitment Policy

STAR Group is committed in recruiting and selecting suitable employees who exhibit the necessary level of skills and ability that is integral to the success of the Companies.

Application

This policy applies to employees and third parties including; labour hire, group training apprentices, interns and recruitment candidates collectively referred to in this Policy as 'workplace participants'. This policy does not form part of any employee's contract of employment.

Objectives

The objectives of this policy are to:

- Provide guidance and assistance to all managers and supervisors who are involved in the recruitment, selection and promotion of employees at Star Group.
- Outline the principles that are to be followed in the recruitment and selection process.
- Ensure that recruitment standards are consistent, appropriate and free from discrimination or bias.

Our Commitment

We will:

- Apply merit principles when recruiting and promoting employees to ensure that the best person for the job is chosen in each case.
- Seek to ensure that recruitment and selection decisions are based purely on the principle of merit. This means that the persons will be selected on the basis of whether they have the right skills, qualifications, suitability and other talents that are required for the position.

- Not recruit or promote employees unlawfully or discriminate against a person based on their sex, race, disability, age, sexuality, pregnancy, family responsibilities etc. or due to personal biases or favoritism.
- Ensure that all applicants for selection or promotion are not unlawfully discriminated against on any of the protected attributes contained in equal opportunity laws, and are consistent with Star Group's Diversity Policy.
- Ensure that no unlawful discrimination should take place in job advertisements, job interviews or the selection process.
- To ensure the recruitment and selection process is fair and equitable for all applicants, Star Group follows a systematic process. Human Resources department, managers and supervisors share responsibility for compliance with this policy.

Privacy

Star Group respects and complies with its obligations under privacy legislation. Consequently, any personal information gathered about applicants that does not become an employee record relating to the successful candidate will be destroyed at the conclusion of the selection process, unless the candidate has provided Star Group their permission or consent to retain the record.

Your Commitment

To cooperate and comply with all policies, processes and instructions related to the recruitment and selection of suitable employees.



CHRIS MULVEY
GROUP MANAGING DIRECTOR
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