

CP7 – HUMAN RESOURCES POLICY

Guidance

ASIC Regulatory Guide 3 (generally)

ASIC Regulatory Guide 104

1.1 Purpose

The purpose of this statement is to ensure **TAG** has adequate human resources available to operate its financial services business.

1.2 Person responsible

The Responsible Manager is responsible for the duties under this statement.

1.3 Recruitment process

TAG's recruitment procedures involve the following:

- (a) The Responsible Manager may prepare a position description which sets out the role and duties the proposed staff member will be required to fulfil and may indicate the skills the proposed staff member is required to possess.
- (b) The Responsible Manager may contract recruitment agencies or advertise directly to source suitable candidates for a position.
- (c) Prior to the appointment of any staff member, **TAG** may do the following to be satisfied the proposed staff member is suitably qualified and experienced, having regard to the role:
 - (i) Review a resume and references.
 - (ii) Conduct an interview.
- (d) All staff must be appointed in writing.
- (e) There are specific appointment procedures for responsible managers and representatives which are set out in **TAG's** compliance procedures.

1.4 Succession planning

- (a) The Responsible Manager (in conjunction with senior staff) must endeavour to ensure **TAG** has an adequate number of trained and competent staff to operate its financial services business.
- (b) The Responsible Manager must attempt to ensure there is more than one person capable of performing an activity; however, given the size of **TAG**, this may be difficult to achieve at all levels.
- (c) Where possible, the Responsible Manager will arrange for senior staff, including responsible managers, to train staff in performing the functions and duties undertaken by them. This is designed to provide other staff with the

necessary skills to perform the functions of the responsible manager should they become unexpectedly unavailable, e.g., by illness.

- (d) Once a staff member has resigned, the Responsible Manager must consider, and if required, arrange to replace the person through either an internal or external appointment.

1.5 Review process

The Responsible Manager must review the human resource needs of **TAG** at least annually to ensure it has an adequate number of trained and competent staff to operate its financial services business.