

COMPANY POLICY Hiring & Off Boarding

Purpose	This policy defines and explains the company's policy and practices with regards to hiring of new employee to meet its human capital needs while promote consistency, transparency, compliance and adherence to Malaysian labour laws and legislation. It also addresses off boarding process to ensure the employee leaves in a good and cordial manner. The policy also promotes fair and equal opportunities and promote the company as an employer of choice and a responsible employer.
Scope	Applicable to all permanent and contract employees employed by the Company inclusive of foreign workers and expatriate employees.
Revision date	
Issued by	HR Department
Approved by	Managing Director

Contents

1.0. Hiring age

- 1.1. The minimum hiring age is eighteen (18) as at the birthdate of the employee.
- 1.2. Hiring of employees post-retirement age of sixty (60) shall be on an annual fixed term contract basis.

2.0. Headcount approval

- 2.1. All requisitions for additional headcount shall be approved by the respective head of department and the Managing Director.
- 2.2. The hiring manager shall provide justification for the additional headcount required detailing the need for the additional headcount, the business case and provide an organisation chart to illustrate the positioning of the requested headcount.
- 2.3. Completed personnel requisition form along with an updated job description (JD) shall be submitted to Human Resources Department to commence the hiring process.
- 2.4. The Human Resources Department shall reject any request for hiring if the above conditions are not fulfilled.
- 2.5. Headcount approval is not required for replacement roles. However, the personnel requisition form along with the updated job description shall be submitted to the Human Resources Department.

3.0. Hiring type

- 3.1. All positions shall be hired on a permanent basis except for temporary positions and hiring of employees post-retirement age.
- 3.2. Justification shall be provided for fixed-term hiring.

4.0. Hiring of disabled candidates

- 4.1. Disabled candidates shall not be disqualified or given lower priority so long as the disability does not affect the performance of the candidates in the offered position.

5.0. Pre-hire medical examination

- 5.1. Shortlisted candidates for hiring shall undergo a medical examination to determine their fitness for employment. This may include screening for infectious diseases.
- 5.2. The company does not discriminate against candidates with medical conditions so long as their condition does not affect their work performance.

6.0. Hiring of former employees

- 6.1. Former employees may be considered for employment with the company provided the termination of their previous employment with the company was not on grounds of misconduct or job abandonment and have completed a cooling period of one (1) year from the date of their last employment.
- 6.2. They shall be accorded the same status as a new employee and shall go through the usual recruitment process and shall be considered as re-employed and not as re-instated.
- 6.3. Former employees cannot be re-employed twice.
- 6.4. The Company decision is final on whether a former employee should be re-employed or otherwise.

7.0. Interview and selection process

- 7.1. The company shall advertise all vacancies internally and externally.
- 7.2. Existing employees shall be given priority provided they meet the requirements of the job.
- 7.3. All positions shall go through the below sequence;
 - 7.3.1. Initial shortlisting by Human Resources
 - a) Human Resources shall shortlist candidates from various recruitment sources against the job description provided.
 - b) Shortlisted candidates may be required to undergo a candidate profiling assessment which will be used during the interview process to gauge the candidate's suitability.
 - c) At least three (3) candidate profiles shall be provided to the hiring manager that fits the role.
 - d) Hiring managers shall provide reasons for rejecting the candidate profiles to improve the selection process. The hiring manager may be requested to review and refine the job description.
 - 7.3.2. Interview process
 - a) Hiring manager shall conduct the first interview and final interview by the department head.
 - b) For Managerial positions, the Managing Director may be involved in the interview process on a need basis.
 - 7.3.3. Post-interview process
 - a) Successful candidates shall be required to complete a mandatory background screening by an appointed third-party screening services provider.

- b) In addition to the above, the Company may conduct professional reference checks and employment verification on the top candidates based on the results of the candidate evaluation forms completed by the interviewers. A minimum of three professional references are required from each candidate.
 - c) Subsequently, the successful candidate shall be made an offer in writing by the Company.
- 7.3.4. Reporting date
- a) The Candidate's reporting shall be finalised by the candidate and Human Resources Department.
 - b) For urgent positions, the hiring manager may request in writing to buy off the candidates notice period and shall require the Managing Director's approval.
 - c) Should an employee fail to report to work on the stipulated reporting date and fail to notify the company, the employee is deemed to be no longer interested in the position and the company shall resource for the positions. A new headcount approval is not required

8.0. Employee Referral Programme

- 8.1. The Company provides a referral incentive for candidates introduced by the employee and is subsequently hired by the company subject to the following criteria;
- a) Candidate referral shall be made directly to the Human Resource Department.
 - b) Candidate meets the requirements for the job and conditions spelled out in this policy.
 - c) Candidate has not applied to the company directly or indirectly in the past six (6) months.
 - d) Candidates were not employed by the Company prior to being referred and were not engaged by its subcontractor or agencies engaged by the Company.
 - e) Candidates are not referred by the hiring managers.
- 8.2. The below incentive is offered for successful referrals
- a) Non-Executive roles: RM X,XXX (50% upon hiring and 50% upon being confirmed)
 - b) Executive roles: RM X,XXXX (50% upon hiring and 50% upon being confirmed)
 - c) Managerial roles: RM X,XXX (50% upon hiring and 50% upon being confirmed)
- 8.3. The Company may introduce other conditions from time to time and shall have the right to reject any cases at its sole discretion if the referral is found to have infringed the conditions of this policy or if there is an intention to cheat the company.

9.0. Hiring of expatriates and foreign workers

- 9.1. Hiring of expatriates and foreign workers shall comply with the guidelines and regulations of the Malaysia Immigration Department and Malaysia Labour Department.
- 9.2. Local employees shall always be given priority unless such skill or talent is not available locally.

9.3. There shall be no discrimination in treatment and salary between local employees and foreign employees except for benefits that are accorded to them as per the company's compensation and benefit policy.

10.0. Hiring of spouse, family members and close relatives of an existing employee

10.1. Employees are free to introduce family members and close relatives to the Company.

10.2. Hiring of spouse, family members or close relatives is permitted provided the following conditions are met;

10.2.1. There is no solid-line reporting or dotted-line reporting between the employee and his/her spouse, family members or close relatives.

10.2.2. Both the employee and his/her spouse, family members or close relatives are not placed in the same department unless in special circumstances approved by the Management.

10.2.3. No potential conflict of interest arises by such hiring as determined by the Company.

10.2.4. Such hiring is declared upfront during the hiring process and shall be approved by the Management before a formal offer is made.

10.2.5. Not holding a job portfolio that may give rise to partiality.

10.2.6. One is not in a sensitive or confidential position.

10.2.7. If any of the last 2 of the above situations occurs after employment, then one or both the parties concerned will be transferred out from their posts.

10.3. Any Employee who conceals disclosure of information with regards to the hiring of his/her spouse, family members or close relatives shall be subjected to disciplinary actions which may include dismissal if found guilty.

10.4. Should there be a future change in organization that may result in the employee and his/her spouse, family members or close relatives being placed in the same department the Company reserves the right to transfer any one of the spouses, family members or close relatives to other department or other roles. Any employee who refuses such transfer may be deemed to be insubordinate and disciplinary actions which may include dismissal if found guilty.

11.0. Academic Qualification

11.1. The company accepts academic qualifications and certifications that meet the below criteria;

11.1.1. For qualifications and certifications operated in Malaysia that is approved and recognised by the Malaysian Government.

11.1.2. For qualifications and certifications operated in any country that is approved and recognised by the Government of the awarding country.

11.1.3. The company reserves the right to reject any qualifications and certification that does not meet the above criteria or in its opinion such qualification or certification is not genuine or has been obtained in an illegitimate manner.

11.1.4. Should an employee provide false information and is subsequently hired, the company shall take necessary disciplinary action including dismissal if found guilty.

12.0. In-hiring salary

12.1. The in-hiring salary shall meet the company's pay philosophy and internal and external equities.

12.2. The in-hiring salary shall be determined based on the candidates' qualifications, skills and experience and knowledge that is critical to the position offered.

13.0. New employee onboarding programme

- 13.1. Newly hired employees shall be required to go through the new employee onboard programme on their first day of employment.
- 13.2. Failure to complete the new employee onboarding programme shall result in the employee not being confirmed in their position.
- 13.3. Employee or his/her superior may request for a delay with valid reason and shall be approved by the Head of Human Resources.

14.0. Off-boarding process

- 14.1. Employee intending to resign from the company must provide a notice period as stated in the employment contract or pay-in-lieu of notice.
 - 14.2. Employees are required to fill in the employee separation form to notify Human Resources of their intention to resign. A personal resignation letter is optional. An acceptance of resignation letter will be provided by Human Resources Department.
 - 14.3. Resigning employees will be required to go through an exit interview facilitated by the Human Resources Department.
 - 14.4. Resigning employees will be required to hand over company-assigned properties, the employee badge and other tools provided on the last day of employment.
 - 14.5. Final wages less owing to the company (if any) shall be credited to the employee's bank account no later than three (3) days upon separation.
- 15.0. The Company reserves the right to amend this policy from time to time and shall notify all employees when such amendment has been made and has been approved by the Management.
- 16.0. Should there be a translation of this policy into other languages, the English version of this policy shall be authoritative in the event of any dispute or confusion.

This sample policy/letter/document is merely a sample or guidance. Companies are advised to practice caution when drafting its HR documentation and shall always be in compliance with the Employment Act and Industrial Relations Act as well as past case laws so as to ensure the policy does not violate or infringe the prevailing employment regulations. Companies are encouraged to adopt best practices to be attractive employers and promote a productive and competitive operating landscape. The author shall not be held liable for any damages or claims arising from the usage of the contents of this document.

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