

HR100   
Hiring Policy

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| Owner | Caroline Martin, HR Manager |
| Address | 1705 Tech Avenue, Unit 3, Mississauga, ON, L4W 0A2, Canada |

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Document Control

The electronic version of this document is recognized as the only valid version.

Approval History

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| APPROVER(S) | TITLE/DEPARTMENT | | APPROVED DATE | |
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Document Sensitivity Level

Confidential

Introduction

Overview

Signifi practices equal opportunity, and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure the success of our business.

Purpose

Signifi has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner.

Audience

This policy applies to all Signifi employees, part-time and temporary workers, trainees, contractors and vendors.

Scope

This policy applies to all users which include but not limited to employees, contractors, part-time and temporary workers, trainees, service providers, and those employed by others to perform work at hosted or outsourced sites, or who have been granted access to Signifi information or systems. This policy applies to all Signifi resources owned, leased, or supported by Signifi, or any outside entity that has signed a Vendor Access Agreement with Signifi.

Policy Statement

1. Personnel Requests

Signifi requires that all requests for new or additional personnel be directed in writing to the Signifi division head, and Human Resources for approval.

Personnel requests shall include the position title, essential job functions, necessary qualifications, reasons for the opening, and the hours/shifts required.

Job posting

* 1. Internal:
* Signifi requires that all new postings of employment be circulated internally on the company message board and through Human Resources for a period of one week before being made public.
* This process is designed to give current Signifi employees first priority in consideration for new employment opportunities within the company, and to promote applicable employees whenever possible.
* Qualified applicants under the employ of Signifi shall remain subject to the normal hiring processes, including interviews, etc.

* 1. External:
* Signifi requires that all new postings of employment be circulated internally on the company message board and through Human Resources for a period of one week before being made public.
* This process is designed to give current Signifi employees first priority in consideration for new employment opportunities within the company, and to promote applicable employees whenever possible.
* Qualified applicants under the employ of Signifi shall remain subject to the normal hiring processes, including interviews, etc.

Application process

* Signifi requires that all applicants complete an application for the consideration of employment.
* Applicants must also submit a resume and letters of reference.
* Signifi will review all properly completed applications and interview the most qualified candidates.
* Candidates that for any reason do not meet the requirements for employment shall remain classified as applicants and may re-apply once each month for reconsideration.

Interviews

* Interviews shall be scheduled and conducted by Human Resources and the hiring manager.
* Interview questions shall be compiled and reviewed by Human Resources to ensure their eﬃcacy.
* Upon completion of all scheduled interviews, the results shall be reviewed by the hiring manager.
* The hiring manager shall make hiring decisions at his/her discretion. Human Resources must be notified of all interviews conducted.
* Applications and resumes of applicants that were not selected for employment shall be forwarded to Human Resources to ensure the appropriate retention of information.
* Human Resources shall notify applicants not selected for employment regarding the closure of the position.

Internal Transfers

* Employees are encouraged to apply for internal job openings and will have their applications considered on the basis of their qualifications and potential for success at the position.
* Employees applying for internal job postings must first obtain the consent of their department manager.
* Internal applicants who are not selected for the position shall be notified by Human Resources.
* In the event that an employee is selected for employment pertaining to an internal job posting, following their transfer to the new position they will begin a new probationary period.

References and Background Checks

* The hiring manager and Human Resources shall conduct reference and background checks on all potential candidates for employment at Signifi
* Background checks are designed to protect the safety of our employees by minimizing the hiring of potentially dangerous individuals with violent criminal backgrounds.
* References shall be checked to ensure a candidate's qualification for the position.

References and Background Checks

* Signifi shall give a conditional oﬀer of employment to applicants that have been selected through the application and interview process.
* Job oﬀers shall be contingent on the applicant's agreement to company policies, successful reference and background checks, the ability to pass a drug test, and any other condition applicable to the position that are required of the employee.
* Should the applicant accept an oﬀer of employment from Signifi, he/she will be considered an employee, and provided with a start date and required location to report for duty. Employee orientation shall be provided, and will include workplace policies, rules and regulations, and other job specific information designed to assist the employee in his/her duties. Authorization forms and policies shall be signed during this period of orientation.

1. Potential Hiring Conflicts

Family Members

* Signifi shall give a conditional oﬀer of employment to applicants that have been selected through the application and interview process.
* Signifi shall accept applications from and consider a member of an employee's immediate family for employment if the candidate has all the requisite qualifications.
* An immediate family member shall not be considered for employment if by doing so, it might create a direct or indirect managerial/subordinate relationship with the family member, or if his/her employment could create a conflict of interest either real or imagined.
* For the purposes of this policy, immediate family members shall be defined as: Wife, Husband, Mother, Father, Brother, Sister, Son, Daughter, or any In-Laws.

Employee Relationship

* Signifi shall give a conditional oﬀer of employment to applicants that have been selected through the application and interview process.
* Employees engaging in romantic relationships and employees that become married or live in the same household may continue their employment with Signifi provided that there is neither a direct or indirect managerial/subordinate relationship between the employees, or a conflict of interest, real or imagined, created as a result of the relationship.
* In the event that either a managerial/subordinate, or conflict of interest issue arise, Signifi will work with the employees to accommodate them in a reasonable fashion. Possible resolution may require one of the employees to transfer to another position within the company. If this is not possible, one of the employees must resign.

Former Employees

* Signifi shall give a conditional oﬀer of employment to applicants that have been selected through the application and interview process.
* A former employee who left Signifi on amicable terms may be eligible for reemployment.
* Former employees who left Signifi without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for reemployment.

Enforcement

All instances of non-compliance will be reviewed by the department director. The department director, with the assistance of the Human Resources department has the authority to impose disciplinary actions, up to and including termination of employment or contractual agreement.

Update

This policy and all supporting documentation will be reviewed and updated annually or upon material changes to Signifi business rules, technology processes, organizational goals, or information security objectives to ensure its continuing suitability, adequacy, and effectiveness.

Revision History

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| 1.0 | 2019-12-09 | First draft | Darace Rose |
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| 1.02 | 2020-12-03 | Annual review | Razvan Anghelidi |
| 1.03 | 2021-12-12 | Annual review | Hadeel AlZuhairi |