

ABOUT US

Worka Networks is an online platform that offer recruitment services. We have a number of job vacancies for both graduates and non-graduates across all sectors; finances, academic, medical, aviation, constructions, maintenance, and many more. We can assist you in landing your dream job at the most convenient way you can ever imagine. Worka Networks has simplified methods of securing job to the point that employees can search job, submit resume, apply for job and even attend interviews. Employers can post or sponsored jobs, select the best candidates and also conduct interviews on their phone/tablets/PC. We connect job-seekers with jobs, employees with employers, aspiring professionals with professionals and students with tutors. Connecting is what we do best and at the easiest way.

Our Company History

The story of Worka Networks Limited started in 2019.

Worka Networks Limited aims to at all times maintain the upmost levels of service for our customers and strives to place itself at the forefront of recruiting, and outsourcing services

What We Do

At Worka Networks Limited we provide the following products and services to our clients:

- Outsourcing
- Content creation (CVs, Resume etc.)
- Educational services
- Human Resources
- Seminars
- Conferences

Our mission, vision and values

Mission Statement:

To simplify recruitment processes for both employers and employees.

Vision Statement:

Our aim is to be the:

- ✓ No-1 recruiting company in Africa.
- ✓ Simplify recruiting with the aid of technology
- ✓ Organize seminar for better productivity.

Values:

- ✓ Transparent
- ✓ Experts
- ✓ Flexible

Code of Conduct Policy

Purpose

This policy affirms Worka Network's belief in responsible, social and ethical behavior from all employees. This policy clarifies the standards of behavior that Worka Networks Limited expects of all employees recruited through our company.

Principles

Our employees contribute to the success of our organization and that of our Clients is paramount and we not be taking for granted. Worka Networks Limited fully endorse that all employees are not deprived of their basic human rights.

Furthermore, our employees have an obligation to the Business, our Clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and Client trust.

Policy

Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, Clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- ❖ Act and maintain a high standard of integrity and professionalism
- ❖ Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- ❖ Be considerate and respectful of the environment and others
- ❖ Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers
- ❖ Avoid apparent conflict of interests, promptly disclosing to a Worka Network's senior manager, any interest which may constitute a conflict of interest
- ❖ Promote the interests of Worka Networks
- ❖ Perform duties with skill, honesty, care and diligence
- ❖ Abide by policies, procedures and lawful directions that relate to your employment with Worka Networks Limited and/or our Clients
- ❖ Avoid the perception that any business transaction may be influenced by offering or accepting gifts
- ❖ Under no circumstances may employees offer or accept money
- ❖ Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

Worka Networks Limited expects co-operation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee in breach of this policy may be subject to disciplinary action, including termination.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from the HR Manager. This policy will be regularly reviewed by Worka Networks Limited and any necessary changes will be implemented by the HR Manager

Recruitment Policy

Worka Networks Limited recognizes a robust and professional approach to recruitment, and selection helps us to attract and appoint individuals with the necessary skills and attributes to fulfill our aims and support our business goals.

All appointments should be made on the Principle of Merit, compliance with all relevant Federal and State Legislation and adherence to this policy and related processes.

Our Business recruits people via the following methods:

- Internal
- External
- Employee Referred

Induction Policy

Worka Networks Limited will make sure all new employees feel welcome and are ready to start work safely and competently through the use of a proper formal Induction process which this manual forms part of.

Procedure

Worka Networks Limited would complete an induction plan for each new starter with details of:

- Introductions
- welcome tea
- workplace tour
- OHS procedures and evacuation
- business overview
- who's who
- nominated buddy
- a working safely plan

- training plan
- IT system orientation
- policy and procedural requirements, e.g. equal employment opportunity

Training and Development Policy

Worka Networks Limited will give employees adequate training to do their job safely and competently. Our business believes training is a two-way process. We encourage employees to participate and to highlight any gaps in their own skills or knowledge they believe they have.

Training includes internal on-the-job training, written instructions such as standard operating procedures, coaching, external training and courses. Safety training takes precedence.

Worka Networks Limited commits to providing every employee with trainings periodically as the needs arises.

Probation Policy

The {3/6} month probationary period is a time for both the employee and the business to assess suitability, fit and competency within a role. During this period Worka Networks Limited commits to reviewing employee performance and at the end of this time ongoing permanent employment will be confirmed.