



RECRUITMENT POLICY

RECRUITMENT POLICY, Based on requirements the Heads of Departments will submit their proposals for new positions, increase in headcount in existing positions, requirements for temporary staff and even cutbacks on existing positions are discussed with the Senior Human Resources, project Manager and General manager and submitted to the CEO/President as part of the budgetary process. The approved departmental headcount is included in the budget of each year. In the case of replacements for senior management positions, as well as other positions; a review of the previous job description takes place to see if the responsibilities need to be amended or absorbed into a current role. This practice covers but is no limited to the following roles:

The Heads Of Department will submit the request to Human Resource Department at prior to the requirement of a new employment or in the case of a replacement, as soon as the employee has submitted their resignation and the job analysis has been performed.

Procedures:

This part is critical to the overall process. Prior to advertising the vacant position, the Heads Of Department in conjunction with HR must update or create a new Job Description for the position in question. This will help in better defining the responsibilities of the role as well as the candidate profile desired.

- **Advertising**

All vacancies must firstly be internally advertised by Human Resource either via e-mail or by posting on the company intranet. The information should be posted for 10 business days before external advertising is commenced. All suitable internal applicants will be given priority to external ones.

External advertising will be undertaken in order to source suitable candidates for interviews if internal advertising has not yielded results. Methods used can be determined based on particularities of the position in question and could vary from direct adverts, recruitment agency data base search, headhunting, job board postings and any other suitable techniques as seen fit.

- **Screening**
All candidates must submit full CVs which will be screen by Human Resource. Depending on how closely candidates match the profile created for the position through the Job Description, they will be selected for interviews. Regrets will be sent to unsuccessful candidates.
- **Interviewing**
First interviews will be scheduled for all selected candidates and will be conducted by the relevant operational manager in conjunction with Human Resource. The Interview Summary form should be completed in all interviews, a copy can be found under the Forms & Templates section of this guide, and submitted with other notes by the interviewer(s). Based on performance during the first interview candidates will be invited for a second interview with either the Heads Of Department or other senior management team member.
- **Personality Profile**
Candidates selected for a second interview for management positions should undergo Personality Profile testing. This will be arranged by Human Resource through the company approved provider. The results of the test will be shared with the candidate during the 2nd interview.
- **Offer of Employment**
Dependent on performance in the interviews, references provided as well as the results of the Personality Profile an offer will be made to the selected candidate by HR after agreement on the terms and conditions with the Heads Of Department. It is always advisable that for each role at least 2 (preferably 3) viable candidates should be short listed. Upon acceptance of offer the candidate will be briefed by HR personnel regarding commencement date and relevant documentation required.
- **Qualifications for Management Positions**
Once the employment offer has been accepted, the persons employed by Kilamongo Gold would need to meet the following criteria for any management position.
 - i. **Good reputation**
Persons employed by Kilamongo Gold must have integrity, high morals and credibility.
 - ii. **Good Experience**
Persons employed by Kilamongo Gold must have good experience in the prospective position.

Our aims are to:

Kilamongo Gold undertakes to regularly review this policy and ensure that corrective and preventative actions are taken in order to ensure continual improvement.

KILAMONGO GOLD LIMITED

2015