



5.0 On boarding Procedure

- 5.1 The administrative Officer shall use the Ticket Request Form (UIS-HRA-FM-29) to book the joining ticket for the new hire.
- 5.2 The HR Department shall use the Ticket Request Form (UIS-HRA-FM-29) to arrange airport pick up for the new joiner.
- 5.3 The HR Department shall use the Ticket Request Form (UIS-HRA-FM-29) to arrange hotel accommodation for the new joiner. HR Department endorses to relevant Department Head all necessary documents of the employee using New Employee Checklist (form reference) for Joining formalities:
- MPRF
 - Application for Employment
 - Certifications
 - Result of Technical Tests
 - Candidate Evaluation Form
 - Job Offer Issued
 - Original Job Offer Signed
 - Visa Sent
 - Joining Ticket
 - Pax Arrival / Joining Notice
 - Organizational Chart update
 - Passport copy
 - Reference Check, if any
 - Required Documents for
 - (1) Locally hired candidates
 - (2) Business Visa to Work Visa
 - (3) Family Sponsor
 - (4) Personal Visa/Visa on Arrival
 - (5) Husband Sponsorship
 - Hotel / Transportation / Accommodation information
 - Collection of Photos
 - Collection of Certificates / documents
 - Offer Checklist

New Joiner shall submit his/her employment documents to Employee Relations department. New joiner shall join the business unit on the assigned date.

All new employees who join the company shall undergo an induction process.

An effective induction program will cover appropriate Company, Regional, and Operational information as well as appropriate Conditions of Employment.

Guidelines on induction procedures and processes are available in UCCPH-IMS-HR-4002-Induction and Orientation.



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viii. Definition

Terminology	Definition
Business Unit	<p>A business segment that is organizationally complete and separate unit representing a specific business function that develop their own strategic direction. They still report back to company headquarters but operate as independent business organized according to their target markets. They are often large enough to have their own internal organizational divisions.</p> <p>Example: Assets Real Estate Development, Elegancia Hospitality Group, UrbaCon Trading and Contracting (UCC)</p>
Business Unit Head Business Operations	<p>Pertains to the highest level of Executive Management of the Unit such as Chief Executive Officer, General Manager, and Director.</p>

ix. Approvals

The approval authorities that governs recruitment and selection transactions and activities are prescribed in the relevant Group HR Delegation of Authority Matrix.

X. Review

Power Holding Group reserves the right to amend any policy and procedure construed herein, if it will inevitably contravene UAE Labor Law.

From time to time, UIS LLC, if deemed appropriate, may make changes to this policy and relevant guidelines to improve its efficient operations.



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XI. Further Assistance

Any employee who requires assistance with this Policy and Guidelines should initially consult their Direct Manager. Should further advice be required, employee should contact Employee Relations Department.

XII. References

ISO Management System
Code of Conduct and Code of Ethics
UAE Labor Law

XIII. Policy Summary

Policy applies to	Group-wide-all Staff Employees
Policy Status	Active
Approval Authority	HR Manager and General Manager
Date of Last Revision	Not Applicable

** Unless otherwise indicated, this policy will still apply beyond the review date.*

XIV. Forms

UIS-HRA-FM-31	Manpower Requisition form	00
UIS-HRA-ORG	Organization Chart - Confidential Version	00
UIS-HR-JD	Job Description	00
UIS-HRA-FM-12	Recruitment Evaluation Form	00
UIS-HRA-FM-29	Ticket Requisition Form	00
UIS-HRA-FM-28	Job Application Form	00

	Name	Title	Signature	Date
Issued By	Bindu Wahid	Manager - HR and Administration		20/10/17