



شركة الإتحاد الحديد والصلب ذ.م.م
UNION IRON & STEEL CO.LL.C
MADE IN UAE

Union Iron and Steel

Human Resources

Recruitment & Selection Policy

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Page

01 of 03

Purpose:

This Policy provides the Group with the flexibilities to appoint high performing staff using a competitive process underpinned by the principles of merit, equity, and transparency. In doing so, the Group practices ethical, fair and impartial staff selection procedures, free from conflict of interest and characterized by confidentiality and respect for the privacy of an applicant's personal information.

Scope:

This policy applies to continuing and fixed-term appointments of Admin Staff and workshop employees. This policy applies to all stages of the recruitment and selection process, including job posting, application, screening, interviewing, testing, reference checking, and final selection. The Recruitment and Selection provides a specific guideline on the current practice.

Responsibility:

Originate	:	Department Head
Review	:	Sr. Human Resource Operations Manager
Approval	:	Chief Executive Officer
Execution/ Implementation	:	HOD / Directors / Managers/ Supervisory staff and / Human Resources Dept.

Policy Values:

Merit based:

Appointment is based on merit assessed against the Job Description Selection Criteria. At the point of short-listing, the Selection Committee must be satisfied that applicants are capable of performing the inherent requirements of the position through a comparative assessment of each applicant against the selection criteria.

Equity:

All staff involved in the recruitment and selection process are expected to practice the principles of equal opportunity and anti-discrimination which is consistent with the essential characteristics of the Group's mission and concern for Human Rights and equity. Human Resources may nominate an observer if deemed necessary for any Group recruitment and selection process.

Confidentiality:

The confidentiality of the staff selection process must be maintained under all circumstances. Applications must be stored securely and details of applications, interviews or any other aspect of the selection process should not be discussed outside of the staff involved in the selection process.

Breaches of confidentiality and their impact on the Group and individuals are regarded as serious matters.

Application and personal information collected from applicants for advertised positions

must only be used to complete the recruitment and selection process.

Free from Conflict of Interest:

A person who has or has had a close personal relationship with an applicant, or who has had any other non-work related interest shall not take part in any aspect of the selection process as it could lead to a potential or actual conflict of interest. In these circumstances a person must decline an invitation or nomination to join a Selection Committee. Conflicts of interest may arise in situations where a person's private arrangements, benefits, interests (whether pecuniary or otherwise), personal circumstances or personal or family relationships could, or could be perceived to impinge on a person's ability to act impartially. If such a situation becomes apparent after applications are received, the selection committee member must notify the HR Department , Chief Human Resources Officer and Business Unit Head and withdraw from the process at the earliest possible stage.

Grievance Fair Handling:

Any appeals in relation to the recruitment and selection process will be addressed in accordance with the Staff Grievance Policy.

Policy Statements:

Equal Employment Opportunity:

UIS is an equal opportunity employer. The company is committed to providing equal employment opportunities to all qualified individuals without regard to race, color, religion, sex, nationality, origin, age, disability, or any other characteristic protected by applicable laws.

Recruitment Process:

Job Posting:

All job vacancies will be posted internally and externally.

Job postings will include a clear job description, qualifications, and application instructions.

Application and Resume Review:

Applications and resumes will be reviewed by the HR department to ensure that candidates meet the minimum qualifications for the position.

Selection Process:

Shortlisting:

Shortlisted candidates will be invited for an interview based on their qualifications and experience.

Interviews:

Interviews will be conducted by a panel of interviewers, and questions will be based on job-related criteria. All candidates will be asked the same set of core questions.

Testing and Assessments:

Testing or assessments may be conducted to evaluate specific skills or knowledge relevant to the position.

Reference Checks:

Reference checks will be conducted for the final candidate(s) to verify employment history and qualifications.

Selection Criteria:

Merit-Based Selection:

Selection decisions will be based on the candidate's qualifications, skills, experience, and suitability for the role.

Diversity and Inclusion:

UIS is committed to promoting diversity and inclusion in the workplace, and these factors will be considered in the selection process.

Job Offers and Onboarding:

Job Offers:

Job offers will be extended to the selected candidate following successful completion of the selection process.

Onboarding:

An onboarding process will be in place to facilitate the integration of new employees into the organization.

Compliance with Laws and Regulations:

All recruitment and selection activities will be conducted in compliance with applicable employment laws and regulations.

References:

Code of Conduct and Code of Ethics

UAE Labor Law

Abbreviations and Acronyms:

- BU : Business Unit
- PH : Power International Holding Group
- BUH : Business Unit Head
- HR : Human Resources
- HOD : Head of Department
- MPRF : Manpower Requisition Form
- REF : Recruitment Evaluation Form
- CV : Curriculum Vitae

	Name	Designation	Signature
Issued by	Bindu Wahid	Senior HR Operations Manager-Admin & HR	
Approved by	Musa Souri	Chief Executive Officer	