



# PRESKO PLC

## Recruitment Policy

### Objectives

Is to ensure that each person has equal access to employment based on merit, qualification, experience, skill and knowledge.

The HR Unit shall operate a workable recruitment system that meet the requirements of the whole organization to enable it attract highly skilled and effective employees

### Policy

#### Equal Employment Opportunities

PRESKO PLC employment policy requires compliance with all legislations designed to ensure equal treatment and the elimination of discrimination. As part of these responsibilities. PRESKO shall not discriminate against any person applying for any position on any ground that constitutes discriminatory behavior as defined under any legislative instrument which has effect in Nigeria.

#### Promotion Opportunities from Within

Where possible, consideration shall be given to suitably qualified and experienced PRESKO employees who have demonstrated readiness for promotion or are deemed suitable for transfer to a new environment. Should PRESKO not be able to fill the vacancy from within, it shall utilize external recruitment activities to meet our requirement from the immediate catchment area and beyond.

#### Vacancy Advertisement

The Human Resources Unit shall arrange for the position to be advertised internally or externally in appropriate areas designed to achieve the required level of exposure.

#### Selection for Interview

All applicants seeking employment with PRESKO PLC shall undergo an interview

#### Reimbursement of Interview Expenses

PRESKO PLC shall meet all reasonable transport expenses but under no circumstances shall any applicant be reimbursed for any lost wages or salaries as a result of attending an interview.

#### Reference Check

Reference checks shall be conducted on all successful applicant(s) before an offer of employment is made.

#### Pre-Employment Medical Examination

Successful applicant(s) shall undergo a pre-employment medical examination conducted by PRSSCO medical officer or any reputable health facility at the instance of the company.



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### **Establishment of Employment**

All employees on engagement shall be given an employment offer in writing which when accepted, shall form the basis of the employment contract.

### **Induction for Newly Recruited Employees**

Every new employee shall have a Personnel Induction Programme, which shall be arranged by the HR Unit.

**Felix Nwabuko**  
**Managing Director**  
**May 30<sup>th</sup> 2016**