

ACI Brands Inc.

Recruitment & Selection Policy – Section 11 - April 17, 2020

Intent

ACI Brands practices equal opportunity and fair hiring processes when filling positions, and shall hire only the most qualified individuals, based on their knowledge, skills, abilities and other competencies. ACI Brands has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities through a consistent, fair and barrier free approach.

Scope

The Recruitment and Selection Policy shall be adhered to by ACI Brands, its employees and management team in the recruitment and selection process, at all times and without exception.

This Policy Shall:

1. Provide recruitment and selection related definitions.
2. Outline the Recruitment Process.
3. Delineate the Screening Methods.
4. Summarize the Selection Procedure.

Definitions

Candidate is a person who applies for a job.

Person-Job Fit is when a job candidate has the knowledge, skills, abilities and/or competencies required by the job in question

Person-Organization Fit is when a job candidate fits the organization's values and culture and has the contextual attributes desired by the organization.

Recruitment is the action of finding new people to join an organization

Selection is the action or fact of carefully choosing someone as being the best or most suitable

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Recruitment

Internal Job Postings

When possible, ACI Brands will post jobs internally before being made public. This process is designed to give current ACI Brands employees first priority in consideration for new employment opportunities within the company, and to promote applicable employees whenever possible. Qualified applicants under the employ of ACI Brands shall remain subject to the entire recruitment and selection process to ensure a successful candidate-job fit for the posted position.

External Job Postings

If internal postings have not yielded a qualified candidate, ACI Brands shall make public any new employment opportunities. External job postings shall be based on necessity and budget requirements and Human Resources shall be responsible for the placement of all recruitment advertisements.

Application Process

Internal and external candidates are required to submit a cover letter, complete an application form and provide a current resume in application for any job posting.

ACI Brands will review all submissions, and interview only the most qualified candidates based on their knowledge, skills, abilities, and other competencies in an effort to find both the person-job and person-organization fit.

Candidates who do not meet the requirements, in the recruitment process, for employment will remain classified as applicants and may re-apply for any future job posting and shall receive equal consideration.

Screening Process

The Screening Process consists of the following steps:

1. Pre-Screening
2. Screening Interviews
3. Reference Checks
4. Pre-employment verification which includes an education check, a criminal check and a credit check.

Pre-Screening

To ascertain if a candidate possesses the necessary knowledge, skills, abilities and competencies required to successfully perform the job, every candidate, both internal and external, is required to submit the following information:

- Cover Letter
- ACI Brands Application Form
- Resume
- Reference List and/or Reference Letters

ACI Brands application forms shall comply with the [Accessibility for Ontarians with Disabilities Act](#), the [Canadian Human Rights Act](#) and the [Employment Equity Act](#) and shall be reviewed annually. Applicants who do not meet the requirements for the position shall receive notification in the form of a phone call from Human Resources.

Screening Interviews

Screening interviews are to be scheduled and conducted by Human Resources and the hiring manager to ensure legal compliance and interview efficacy. The interview questions shall be structured to acquire further information regarding a candidate's knowledge, skills, abilities and competencies and to help determine if the candidate will be a good fit.

Upon completion of screening interviews, the results shall be reviewed by Human Resources and the hiring manager to determine which candidates are qualified and should proceed to the reference check portion of the selection process.

Reference Checks

Reference checks are designed to protect the safety of ACI Brands and its employees by minimizing the risk of hiring unqualified and potentially dangerous individuals. Reference checks shall be conducted only for candidates who have been selected through the Screening Interview

stage. Reference checks shall be conducted to verify information contained in the candidate's application form, on the resume and provided through the screening interview. ACI Brands will not ask questions pertaining to any prohibited ground and shall keep questions focused on the candidate's knowledge, skills, abilities and competencies.

Selection Procedure

The Selection Procedure consists of:

1. Employment Testing
2. Employment Interview

Employment Tests

Any test used by ACI Brands in the Screening Process shall accurately assess the candidate's performance, or capacity to perform the job in a safe, efficient and reliable manner, free of discrimination and shall be based on knowledge, skills, abilities and competencies.

Employment Interview

Employment interviews shall be conducted by the hiring manager and Human Resources and reflect a structured interview approach.

Candidates who receive an employment interview but were not selected for hire shall receive a notification from Human Resources in the form of a phone call within one week of the closure of the position.

Offer of Employment

The hiring manager shall make hiring decisions at his/her discretion and shall notify Human Resources of said decision. ACI Brands shall give a conditional offer of employment to applicants that have successfully proceeded through the recruitment, screening and selection process. Employment offers shall be contingent on the candidate's acknowledgement and agreement to ACI Brands policies and any other condition(s) applicable to the position which will be required of the employee. Should the applicant accept an offer of employment from ACI Brands, the individual will be considered an employee and provided with a start date and required location to report for duty.

Employee orientation shall be provided, and will include workplace policies, rules and regulations, and other job specific information designed to assist the employee in his/her duties.

Administration

This document was created on December 16, 2015 and is to be used as the Recruitment Policy for ACI Brands, its employees and management team.