



RECRUITMENT AND SELECTION POLICY

Comgroup Supplies Pty Ltd is an equal opportunity employer committed to promoting fairness and equal opportunities in our recruitment and succession planning procedures. These procedures will comply with the *Anti-Discrimination Act 1991*; *Workplace Gender Equality Act 2012*; alongside our policies to ensure equal opportunities are provided.

At Comgroup Supplies we do this by:

- Advertising positions internally initially to encourage career development and succession management for our current workers
- Conducting all recruitment processes in a professional manner excluding personal bias and discrimination
- Workers discussing their intentions with their line manager before applying for a role.
- Providing educational and developmental opportunities for all workers to promote internal growth
- Recruiting and promoting through factors including but not limited to previous performance; skills; knowledge and availability of positions for workers
- Using a variety of advertising mediums to ensure the best sourcing is done
- Thoroughly analysing job roles to provide accurate descriptions and reasonable expectations for all candidates

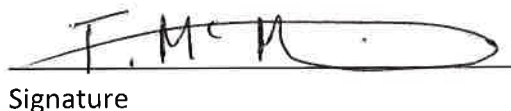
Other legislature that Comgroup Supplies Pty Ltd will comply with is the *Age Discrimination Act 2004*; the *Disability Discrimination Act 1992*; the *Racial Discrimination Act 1975* and the *Sex Discrimination Act 1984*. Utilising these legislatures will help promote fair procedures and a fair workplace for all workers.

Steven Myler
CEO

Handwritten signature of Steven Myler in blue ink, dated 01/11/2023.

Signature

Terry McManus
Head of People and Safety

Handwritten signature of Terry McManus in black ink.

Signature

Recruitment and Selection Policy – Version 2 – 01/11/2023 – Review Date: 01/11/2028

Our Values: Customer Focused, Highest of Quality, Safety Conscience, Teamwork, Accountability and Respect