



# Espirehr

## **Hiring Policy**

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### **Policy Intent**

Espirehr practices equal opportunity, and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure the success of our business. Espirehr has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner.

#### This Policy Shall:

1. Detail procedures for all job postings;
2. Describe the application process for potential candidates;
3. Outline the interview process;
4. Discuss employee eligibility for internal transfers;
5. Summarize the process for background checks and references;
6. Supply procedures for offers of employment;
7. Present resolutions for conflict in the hiring process.

### **Job Postings**

- Espirehr requires that all new postings of employment be circulated internally and externally on the company website and other job portals.
- Human resources shall be responsible for the placement of all recruitment advertisements.

### **Application Process**

- Espirehr requires that all applicants complete an application for the consideration of employment.
- Applicant must be 18 years or older at the time of application and must be legally allowed to work in Canada.



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- Applicants must also submit a resume and letters of reference.
- Espirehr will review all properly completed applications, and interview the most qualified candidates.
- Candidates that for any reason do not meet the requirements for employment shall remain classified as applicants and may re-apply once each month for reconsideration.

## **Interviews**

- Interviews shall be scheduled and conducted by Human Resources and the recruitment team.
- Interview questions shall be compiled and reviewed by Human Resources to ensure their efficacy.
- Upon completion of all scheduled interviews, the results shall be reviewed by the recruitment team.
- The recruitment team shall make hiring decisions at his/her discretion.
- Human Resources must be notified of all interviews conducted.
- Applications and resumes of applicants that were not selected for employment shall be forwarded to Human Resources to ensure the appropriate retention of information.
- Human Resources shall notify applicants not selected for employment regarding the closure of the position.

## **References and Background Checks**

- The recruitment team and Human Resources shall conduct reference and background checks on all potential candidates for employment at Espirehr.
- Background checks are designed to protect the safety of our employees by minimizing the hiring of potentially dangerous individuals with violent criminal backgrounds.
- References shall be checked to ensure a candidate's qualification for the position.



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## **Offer of Employment**

- Espirehr shall give a conditional offer of employment to applicants that have been selected through the application and interview process.
- Job offers shall be contingent on the applicant's agreement to company policies, successful reference and background checks, and any other condition applicable to the position that are required of the employee.
- Should the applicant accept an offer of employment from Espirehr, he/she 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. Authorization forms and policies shall be signed during this period of orientation.

## **Potential Hiring Conflicts**

### Family Members:

- Espirehr shall accept applications from, and consider a member of an employee's immediate family for employment if the candidate has all the requisite qualifications.
- An immediate family member shall not be considered for employment if by doing so, it might create a direct or indirect managerial/subordinate relationship with the family member, or if his/her employment could create a conflict of interest either real or imagined.
- For the purposes of this policy, immediate family members shall be defined as: Wife, Husband, Mother, Father, Brother, Sister, Son, Daughter, or any In-Laws.

### Employee Relationships:

- Employees engaging in romantic relationships and employees that become married or live in the same household may continue their employment with Espirehr provided that there is neither a direct or indirect managerial/subordinate relationship between the employees, or a conflict of interest, real or imagined, created as a result of the relationship.



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- In the event that either a managerial/subordinate, or conflict of interest issue arise, Espirehr will work with the employees to accommodate them in a reasonable fashion. Possible resolution may require one of the employees to transfer to another position within the company. If this is not possible, one of the employees must resign.

## Former Employees:

- A former employee that left Espirehr on amicable terms may be eligible for reemployment.
- Former employees that left Espirehr without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for reemployment.

## **Acknowledgment and Agreement**

I, \_\_\_\_\_ (Employee Name), acknowledge that I have read and understand the Fair Hiring Policy of (company name). I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth by this Policy, I may face legal, punitive, or corrective action.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_