



# MineworksGroup

## INTERNAL VACANCIES POLICY

### BACKGROUND

This job posting policy is designed to encourage the personal growth of every employee by promoting staff from within Mineworks Group whenever possible.

### PROCEDURE

- ❖ Any employee who has recently been hired, transferred, promoted, or put on probation must wait a period of 6 months before submitting an application to an internal job vacancy.
- ❖ Within the aforesaid limits all vacant positions within Mineworks Group are open for application by existing Mineworks Group staff.
- ❖ Notice of vacancies will be via staff email as well as hard copies placed in common staff areas and posted on notice boards.
- ❖ Mineworks Group reserves the right to concurrently advertise job vacancies publicly or to invite an application from any employee who has not applied to a position on their own.
- ❖ Vacancy postings will include the job requirements and remuneration of the position clearly informing all potential candidates. It is recommended that you discuss your intentions with your immediate supervisor, to establish and confirm the level of performance so far, and the level of performance expected in any new position.
- ❖ All applicants who applied to a position through the proper internal applications procedure will be considered. Staff will be considered for positions based on the length of time spent as an employee, previous performance reviews and any other relevant factors such as written warnings or commendations.

### POLICY DEVELOPMENT, DISSEMINATION AND REVIEW

This policy has been developed in consultation with nominated staff representatives and will be reviewed annually and amended as deemed necessary. It is provided to all staff upon induction and other parties on request. It will be prominently displayed in the workplace.

Authority: John Gallop, Managing Director

Signed:

Managed by: Staff Training and Development

Review by: Group HR Manager

Review date: before 30 Dec 2011