

K1 Company	
Hiring Policy	
QHSE Department	

The purpose of the policy is to provide a standard for the recruitment and selection procedure. The policy is set up chronologically, from the time that the job becomes open for recruitment to the date the position is filled.

Company is committed to employ, in its best judgment, suitable candidates for approved positions while engaging in recruitment and selection processes that are in compliance with all applicable employment laws.

It is the policy of Company to provide equal employment opportunity for employment to all applicants and employees.

Company is committed to hire employees preferably locals.

Underlying Principles

- ❖ The policy is based on the following underlying principles:
- ❖ The applicant will be chosen on the basis of suitability with respect to the position.
- ❖ The applicant will be informed on the application procedure and the details of the vacant position.
- ❖ The company will request that the applicant provide only the information that is needed to assess suitability for the position.
- ❖ The applicant will provide the company with information it needs to form an accurate picture of the applicant's suitability for the vacant position.
- ❖ The information provided by the applicant will be treated confidentially and with due care; the applicant's privacy will also be respected in other matters.
- ❖ If an applicant submits a written complaint to the company, the company will investigate and respond to the complaint in writing.
- ❖ Local applicants are encouraged to fill the vacant positions in the company .

Position Information

Should the company decide that a vacancy exists or will exist and that it must be filled, it will prepare a job description with the relevant details of the position. The job detail will include: the duties and responsibilities of the position, the level/place of the position within the organization, the nature of the employment (for example, temporary or permanent), working hours and duration (for example part-time or shift work) and work location. Job requirements may relate to professional competence (education, knowledge and experience) and skills.

Recruitment

In addition to the relevant job description, the job advertisement will state the method of application.



Director of Operation
Sign: Mohammed N. Jalal
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