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| Reference  | DES POL 28 |
| Version    | 1.0        |
| Issue Date | 24/07/2017 |
| Approved   | MD         |



## **DOUBLE EYE ENTERTAINMENT & SECURITY SERVICES LTD**

### **RECRUITMENT POLICY**

#### **INTRODUCTION**

The success of DOUBLE EYE ENTERTAINMENT & SECURITY SERVICES LTD relies on its ability to attract the best staff and volunteers available. Recruitment methods must be fair, efficient, and effective.

#### **PURPOSE**

The Staff Recruitment Policy has been established to ensure DOUBLE EYE ENTERTAINMENT & SECURITY SERVICES LTD has the opportunity to attract the best available staff and volunteers for all vacant positions. This policy relates to employment of all staff and volunteers other than the CEO.

#### **POLICY**

- DOUBLE EYE ENTERTAINMENT & SECURITY SERVICES LTD is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognize the importance of employing the most suitable applicant for all vacant positions.
- DOUBLE EYE ENTERTAINMENT & SECURITY SERVICES LTD will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated positions and volunteer vacancies.
- DOUBLE EYE ENTERTAINMENT & SECURITY SERVICES LTD will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position.
- DOUBLE EYE ENTERTAINMENT & SECURITY SERVICES LTD will internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation.
- DOUBLE EYE ENTERTAINMENT & SECURITY SERVICES LTD is committed to providing a work environment that is free from harassment and discrimination.

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- All recruitment and selection procedures and decisions will reflect ABESUA'S commitment to providing equal opportunity by assessing all potential

candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

**Signed:** Kwasi Obeng

**Position:** Director

**Date:** 01/08/2017