



employment and inductions

policy statement

It is the policy of SCEE that systems are in place to ensure the best possible employees are resourced. As part of these systems employees will undergo pre-employment checks as required

- ensure the SCEE 'brand' continues to attract quality applicants in an effective manner, drawing from the most appropriate labour markets;
- ensure appropriate screening processes are maintained in the employment and promotion of staff;
- ensure employees meet the goals and objectives of the position they have been employed to undertake and are the best organisational fit;
- offer a SCEE induction to acclimatise new employees to their working environment, and the organisation's values and vision;
- have recruitment, selection and engagement practices that reflect SCEE's strategic and operational objectives and have regard to equity and fairness;
- comply with relevant legislation and obligations

Particular attention will be paid to the checking of qualifications, prior work history and work experiences. All SCEE employees entering the site of a Client shall undergo a pre-employment medical as required and the Induction Training Program conducted by the Client and in accordance with the SCEE Site Induction Training / checklist.

As part of the SCEE Induction, employees will be advised on such topics as the company profile and history; company policies; facilities familiarisation; visitor controls; personal protective equipment and clothing; key company personnel; hazardous materials procedures; incident and accident reporting procedures; first aid and medical procedures; fire extinguisher and fire hose use; safe operating procedures relevant to their scope of work including work permits; fitness for work responsibilities and expectations and familiarisation with the SCEE Safety Management Plan and Company Policies. Employees living and working on sites will be made aware of the camp and site rules as a part of the induction. The induction will also cover disciplinary action for inappropriate behaviour.

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