



1. Title of Policy

MITGF Recruitment Policy

2. Introduction

MIT Group Foundation Ltd (MITGF) is a not-for-profit, non-governmental organisation and a registered Australian Charity with the Australian Charities and Not-for-profits Commission (ACNC). MITGF undertakes activities that fall within the scope of its objects including relief and development activities in developing countries.

3. Purpose of the Policy

This Policy has been developed to provide a practical guide to ensure that the personnel involved in MITGF relief and development programs are capable and responsible and are aligned to the goals, objectives and values of MITGF.

The Policy provides guidance on the recruitment and selection process of personnel by adopting procedures which are fair, efficient and effective, and which provide safeguards for MITGF's stated commitment in other areas, including child protection and counter terrorism.

4. Guiding principles

This Policy is guided by the following principles on recruitment and selection:

- Merit selection - selection based on merit is where the best possible match is made between qualifications, knowledge, skills, abilities and relevant experience of the applicant, and, the selection criteria in the Position Description.
- Equity - consistent with the principles of equal employment opportunity.
- Transparency - the process and basis for all selection decisions must be clear and transparent, while maintaining the confidentiality of applicants at all times.
- Fairness - the process must treat candidates fairly at all times.
- Child protection – additional safeguards where the role involved working with children.
- Anti-terrorism - screening to ensure that MITGF is not associated with any known terrorist individual.

5. Definitions

Authorised Officer: the person or persons authorised by the governing body of the organisation (such as the Board of Directors) for creating positions, recruiting personnel, making offers of employment and ensuing compliance with this policy and procedure.

Child: a person under the age of 18 years.

Consolidated List: list of terrorist individuals and entities subject to targeted financial sanctions under the United Nations Security Council's Resolutions 1267 and 1373 and maintained by the Department of Foreign Affairs and Trade.

Partner Organisation: any organisation or person that MITGF has entered into a Memorandum of Understanding with, in connection with any relief or development programs or projects.

Personnel: Personnel are either employed by an organisation (whether full-time, part-time or casual), engaged by an organisation on a subcontract basis, or engaged by an organisation on a voluntary basis.

Probation: a period of time during which a personnel is subject to formal assessment of their suitability for the role and for the organisation.

Supervisor: the person who directs the personnel and to whom that personnel reports.

6. Scope of the Policy

This Policy applies to all of MITGF's personnel and the personnel of any partner organisation in connection with any relief or development activities undertaken by MITGF.

MITGF requires its partner organisation to adopt this Policy or a recruitment policy which is comparable to this Policy in its recruitment of personnel who will be involved with any MITGF relief or development project.

7. Recruitment

Recruitment is the process of seeking and attracting a pool of qualified applicants from which candidates for job or position vacancies can be selected. It will normally be conducted through advertisement and open to internal and external applications. However, in appropriate circumstances, the Authorised Officer may approve a direct appointment without advertising.

8. Selection

Selection is the process of choosing the individual best suited to perform the requirements of a particular position. This is carried out by the Authorised Officer, or where appropriate, by a selection panel.

Selection methods must be reliable and free from bias or unlawful discrimination. Unlawful discrimination occurs when a person is treated less favourably based on their personal characteristics, such as sex, age, race, religion, political belief or marital status.

MITGF requires that partner organisations comply with all relevant local laws which prohibit discrimination or other unfair treatment at work based on a person's attribute

9. Induction

During induction, new personnel will be introduced to MITGF's stated purpose, objectives and core values, and provided with information on their role and the job requirements of their position.

The Supervisor is responsible for providing new employees members of MITGF with an induction to the MITGF, their position and the work environment.

New personnel must complete mandatory induction and familiarise themselves with the New Personnel Induction Pack within their first month. The New Personnel Induction Pack shall include:

- Covering letter
- MITGF's stated goals, objectives and core values
- Key MITGF policies (including Child Protection Policy and Control of Funds and Counter-Terrorism Policy)
- MITGF Child Protection Code of Conduct (to be signed by each personnel)
- Job / position description outlining roles and duties
- Any other relevant information and documents

10. Probation

A probation period requirement should be included for appropriate positions (such as key employee positions or long term positions), and the period of probation must comply with the requirements of any local laws.

The probation period gives MITGF an opportunity to assess the personnel's suitability and effectiveness in their appointed position and suitability for the MITGF.

Successful probation requires both the personnel and the Supervisor to be satisfied with the arrangements. It also provides the opportunity for the Supervisor to address any deficiencies in performance and for the personnel to take corrective action.

11. Counter-terrorism screening

Any personnel to be appointed, must, prior to the appointment, be screened against the Consolidated List to ensure they are not on the list of sanctioned terrorist individuals. Under no circumstances, shall any person found to be on the Consolidated List be appointed a personnel for any MITGF relief and development project.

12. Child Safe Recruitment and Screening

MITGF is committed to child safe recruitment, selection and screening practices to ensure that no one is recruited to work with MITGF who may pose a potential risk to children.

MITGF requires all of MITGF's personnel to comply with the MITGF Child Protection Policy and the MITGF Child Protection Code of Conduct. MITGF shall provide its personnel with a copy of the MITGF Child Protection Policy and a copy of the MITGF Child Protection Code of Conduct.

Each personnel of MITGF must:

- acknowledge receiving a copy of the MITGF Child Protection Policy and a copy of the MITGF Child Protection Code of Conduct and reading and understanding these documents;
- sign the MITGF Child Protection Code of Conduct; and
- comply with the MITGF Child Protection Policy and the standards of conduct and behaviour established in the MITGF Child Protection Code of Conduct

The following process shall be adopted by MITGF and partner organisation in recruiting any personnel whose role involves working with children:

- Interviews will be conducted for all positions, ideally face-to-face, but telephone interviews may be necessary in the international context.
- Behavioural-based questions will be used to ask for examples of the candidate's past behaviour and experiences. In positions working directly working with children, MITGF will explore the candidate's motivations for working with children, which will include value-based questions seeking information about the candidate's attitudes to children, professional boundaries, accountability, team work and how they have responded to ethical dilemmas.
- Where reasonably practicable, a minimum of three reference checks will be required for all preferred candidates. Where practicable, the candidate's most recent employer/supervisor shall be one of these referees. MITGF will verify the identity of the referee and make direct contact with each of these referees in addition to considering written references. MITGF reserves the right to request additional references.
- A police clearance or relevant criminal history checks depending on the country of origin is required for the preferred candidate. Where police checks are not available, MITGF shall conduct additional background and reference checks and require such candidates to sign an employment declaration stating that they have not been convicted of any sex offence or child-related offence.
- Where the candidate is working directly with children in Australia, they may require a Working with Children Check (depending on the jurisdiction).
- All positions will be subject to a probationary period depending on the length of the contract.

MITGF reserves the right to refuse employment or appointment, or terminate any person's employment or appointment that may pose a risk to children.

MITGF requires all partner organisations to ensure that its personnel:

- comply with the MITGF Child Protection Policy or the child protection policy adopted by the partner organisation which is comparable the MITGF Child Protection Policy; and
- comply with the MITGF Child Protection Code of Conduct, or the child protection code of conduct adopted by the partner organisation which is comparable to the Code of Conduct

MITGF requires all partner organisations to comply with all relevant local laws relating to working with children and the protection of children.

13. Procedure

The procedure to adopt for the recruitment and selection of personnel will depend on the position. For example, for key employee positions, a more rigorous process should be followed.

The following process table provides general guidance on the procedure to adopt:

13.1 Recruitment
<p>a) Establish the Position-</p> <p>Analyse the job requirements and determine the knowledge, experience, qualifications, skills and abilities required for the position. Determine classification, salary, title, recruitment and selection method.</p> <p>Ensure the position is aligned to objectives of MITGF.</p> <p>b) Position Description-</p> <p>Develop or revise the Position Description to accurately reflect the duties and responsibilities of the position, with the key selection criteria to include:</p> <ul style="list-style-type: none">• skills, knowledge and experience required;• role and responsibilities;• key task areas;• evidence of effectiveness; <p>c) Establish the Selection Panel (if applicable).</p> <p>d) Source Applicants via:</p> <ul style="list-style-type: none">• Advertising externally in the press or the internet;• Internal application;• Personal recommendation/referral;• Recruitment agencies. <p>Ensure the method of advertising provides for an appropriate pool of qualified applicants to apply.</p> <p>All job advertisements must state the position, skills and experience required together with the minimum qualifications.</p>
13.2 Selection
<p>a) Shortlisting of applicants for interview is based on the selection criteria developed from</p>

the Position Description. Shortlisting can be done by:

- the Authorised Officer;
- the Selection Panel;
- any combination of the above.

b) Interview

Depending on the level of the position, several interviews may take place during the selection process. This may include one on one interviews, or a panel type interview.

Prior to commencement of interviews:

- prepare the questions to be asked of all applicants through the interview process.
- decide if any additional assessment method should be used – for example: presentations, case studies, and psychological assessment.

Applicants should be briefed at the beginning of the interview on MITGF, the position and the conditions of employment (if applicable). Interview questions should focus on the selection criteria, with follow-up questions to determine suitability.

c) Recommendation/Determination

Following completion of the interview process, a recommendation and determination is made as to the preferred applicant for the position

A final determination will only be made after conducting the required reference and other checks.

13.3 Reference and other checks

a) Recommendations for appointment must only be made once feedback is obtained from referees. Referees must be able to provide feedback about an applicant from a work perspective. All reference check reports must be recorded and should be strictly work job-related, worded to address the requirements of the position.

b) Authorised Officer to conduct the following checks as required:

- Counter-terrorism screening Consolidated List
- Police checks;
- Working with Children checks;

13.4 Formal engagement

a) The Authorised Officer may make an offer to the preferred applicant. If the offer is declined, the Authorised Officer may make a verbal offer to the next ranked appointable applicant.

b) Employment contract (for employee appointments)- MITGF employees are appointed under a Staff Employment Agreement signed by the successful applicant and MITGF, which sets out the terms and conditions of employment for the prospective employee and has the legal status of a common law contract.

13.5 Probation

a) For employee positions, the period of probation must comply with the requirements of any local laws.

Probation periods may be extended to cover an employee's period of leave.

b) During the probation, at least one review meeting should be conducted with the Supervisor to discuss the new employee's performance.

The Supervisor must make a determination and recommendation as to whether the employee's employment should be confirmed, before the end of the probation period.

13.6 Induction

The Supervisor is responsible for inducting new personnel into the MITGF, the position and the workplace.

New personnel will be provided with the New Personnel Induction Pack.

14. Re-Assessment of Ongoing Personnel

As part of MITGF's commitment to ensure that its personnel are suitable and capable for the stated position and as a safeguard for child protection and counter terrorism, after every 2 years of the appointment of an ongoing personnel, MITGF shall:

- Re-assess the ongoing personnel suitability for the position in terms of demonstrated skills and performance in the role;
- Where the role involves working with children, carry out fresh child safe screening including criminal history checks and Working with Children checks; and
- Counter-terrorism screening by screening against the Consolidated List.

MITGF requires partner organisations to carry out similar re-assessment of its ongoing personnel who are involved in MITGF relief and development projects.

15. Policy review

MITGF's Recruitment Policy will be reviewed every 2 years, or as otherwise determined by the Board of Directors of MITGF.