



1. Introduction

Starki Limited is committed to ensuring a fair, transparent, and efficient recruitment process that attracts, selects, and retains talented individuals who align with our values, vision, and objectives. This Recruitment Policy outlines the guidelines and procedures for recruitment activities at Starki Limited.

2. Equal Opportunity

Starki Limited is an equal opportunity employer. We are committed to promoting diversity and inclusion in our workforce, and all recruitment decisions will be made based on qualifications, skills, experience, and potential, regardless of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, or any other legally protected status.

3. Recruitment Process

The recruitment process at Starki Limited involves the following steps:

- Job Posting: Vacant positions will be advertised internally and externally through appropriate channels, including the company website, relevant job boards, and professional networks.
- Application Review: All applications received will be thoroughly reviewed and assessed based on the qualifications and requirements outlined in the job description.
- Shortlisting: Shortlisted candidates will be contacted for further assessment, which may include interviews, skills assessments, and reference checks.
- Interviews: Interviews may be conducted in person, via video conferencing, or telephonically, depending on the candidate's location and circumstances. Interviews will focus on evaluating the candidate's skills, experience, and cultural fit.
- Offer: The selected candidate will receive an official offer letter outlining the terms and conditions of employment.
- Onboarding: New hires will undergo a comprehensive onboarding process to facilitate a smooth transition into their roles.

4. Confidentiality

Starki Limited recognises the importance of maintaining the confidentiality of both applicants and internal staff involved in the recruitment process. All information related to candidates' applications, assessments, interviews, and selection outcomes will be handled with utmost confidentiality.



5. Unsolicited Introductions

Starki Limited expects all external recruitment agencies and recruiters to respect our recruitment process. Any introductions of candidates made by external parties without express invitation in writing from Starki Limited will be considered unsolicited. In such cases:

Starki Limited reserves the right to disregard any unsolicited introductions and will not be liable for any fees or obligations related to such introductions.

The right to confidentiality of any recruiter involved in unsolicited introductions will be automatically removed, and Starki Limited may share relevant information regarding the unsolicited introduction with relevant parties if deemed necessary.

6. Data Protection

Starki Limited adheres to all applicable data protection laws and regulations. Personal information collected during the recruitment process will be used solely for the purpose of evaluating candidates' suitability for employment and will be stored securely.

7. Policy Review

This Recruitment Policy is subject to periodic review and may be updated as necessary to align with changing legal requirements and business needs.

Starki Limited is dedicated to upholding the principles of fairness, diversity, and professionalism throughout the recruitment process. This policy is intended to provide clear guidelines for all stakeholders involved in the recruitment process at Starki Limited.

Created: 01/07/2023 by Wezley Morgan. Signed WM [Original signed, removed for web version]

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