



- 1 Officer from Relevant Department

2.4 The Human Resource Department will function with the guidance of the Human Resource Committee and is responsible for the appointment of all employees for MYA AYER Manufacturing – either for Head Office Departments or branches.

2.5 Human Resource personnel supporting each Region will do up a Manpower Plan and to be approved by the Human Resource Committee and the Executive Committee and all processes and procedures will be as mentioned in Para 2.3.

2.6 Human Resource personnel supporting each Region will be responsible for updating Personnel Data for their specific regions.

2.7 Appointment of any daily wages employees should also be as per the Manpower Planning.

2.8 Information regarding any newly-appointed staff should also be sent out to respective Heads of Departments/ Regional Head/ Branch In-Charge.

## 2.9 Types of Appointments

2.9.1 Employee on Probation

2.9.2 Permanent/ Confirmed Employees

2.9.3 Contracted Employees

2.10 When Vacancy arises, the Human Resource Department will seek to fulfill from internal sources either through transfers or promotions (in compliance with Transfer Policy). Once appointed, the employee will be able to enjoy all MYA AYER Manufacturing Co., Ltd staff benefits as stipulated in the Compensation and Benefits Policy.

2.11 Recruitment and Selection of all staff will be based on the stipulated Job Description, the Job Scope as specified as well as based on the required qualifications and skill sets specified in the Manpower Request.

## 3. Equal Opportunities in Recruitment

MYA AYER Manufacturing Co., Ltd has a Non-Discrimination Policy that also applies to the Recruitment process and must be complied with at every stage of the recruitment process. This means that prospective applicants should not be discriminated against either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, sexual orientation, cultural or religious beliefs, disability and age. In addition candidates should not be discriminated against based on pregnancy.

Preparation of job descriptions, person specifications, advertisements, short-listing, interviewing and selection of applicants should reflect a commitment to achieving and maintaining equal opportunities within the workplace.

Related Document:

MA/HRD/RNS/2/001 Recruitment & Selection Procedure