	<b>RECRUITMENT AND SELECTION POLICY</b>	
	Policy No.: PS-HR-001-R12012	Effective Date: March 16, 2022 Revision No.: 1

## I. PURPOSE AND SCOPE

This policy provides a clear guidance to the Company in relation to the standards and procedures of recruitment and selection of full time and project-based employees. This policy likewise aims to promote good practice for those with the responsibility of sourcing, interviewing, and hiring.

## II. DEFINITION OF TERMS

1. **Company** refers to Maynilad Water Services, Inc. It is the water and wastewater services provider for the 17 cities and municipalities that comprise the West Zone of the Metropolitan Manila area.
2. **Employee** refers to probationary, regular, project-based employees of Maynilad.
3. **Recruitment** refers to the process of attracting, screening and onboarding new employees to the Company to achieve its organizational goals.
4. **Hiring Manager** refers to the head/manager of the business unit requesting for manpower.

## III. GENERAL POLICY STATEMENT

It is the policy of the company to attract the best candidate for the job based on merit and ensure the identification of the person best suited for the job and the organization when it is needed. Maynilad offers equal opportunity to all its job applicants. Candidates will be considered for selection, regardless of race, ethnicity, age, gender, sexual orientation/preference, affiliation and physical abilities, provided that they possess the qualifications required by the position.

We ensure that the recruitment and selection of employees is conducted in a professional manner and in compliance with the applicable laws. All applicants will be treated fairly, with respect and courtesy, aiming to ensure the applicant's experience is positive, irrespective of the outcome.

Recruitment and selection are considered a public relations exercise and factors that may affect the reputation of the Company must always be considered in the process. Recruitment materials such as audio-visual presentations, job fair booths, corporate portfolio and other marketing materials must be in accordance with the Company's Brand Policy.


## IV. DISTRIBUTION

This policy applies to the recruitment and selection of all types of employees; therefore, those involved in the process of recruitment and selection have a particular obligation to know this policy. The Company President and CEO and the Head of Human Resources Division ("HR") shall consider whether it is appropriate to make alternative arrangements for executive search.

## V. POLICIES AND STANDARDS

### A. Manpower Request

All manpower requests must receive authorization from management with respect to the Company's budget and its annual manpower planning. As a rule, Talent Acquisition Department shall provide the HR Head with the Company's annual manpower planning report during budget season. The Manpower Planning Report must be aligned with the 5-year business plan of the Company. The Head of HR shall approve all hiring requests.

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## **B. Sourcing**

All vacancies will be advertised both internally and externally simultaneously.

1. External recruitment is considered when existing employees do not meet the qualifications and prerequisite skills for job vacancies. Otherwise, internal recruitment is considered.
2. When recruitment is done internally, priority is given to employees within the division to which the vacant position belongs before Talent Acquisition Department considers internal applicants from outside of the division.
3. The Company shall consider all methods of sourcing and select the one that is most cost-effective.
4. At least three candidates must be shortlisted per position.

## **C. Manpower Pooling**

The Talent Acquisition Department shall perform manpower pooling for positions that are considered high risk (high in demand but under-resourced).

## **D. Employment of Relatives**

The Company shall not hire relatives of employees up to the fourth degree of consanguinity and/or affinity. This includes parents, grandparents, siblings, spouse, children, aunts, uncles, first cousins, nephews and nieces of the employee (and of the spouse of the employee).

1. Employment of relatives is disallowed to prevent conditions where one would have the opportunity to check, evaluate, approve, audit, or in any way affect the work of another relative, or permit the possibility that a decision of one must be premised on the decision or recommendation of another.
2. In cases where an employee marries a co-worker, it is the responsibility of the employee to disclose this to HR. HR shall initiate the transfer to make a way for the most advantageous arrangement for both the office and the employee.


## **E. Application Requirements**

An applicant must satisfy all job application requirements (written assessments and tests, demonstrations if required, and interviews) as well as medical assessments in the recruitment and selection process. As a general rule, all applicants who have reached the final interview of the selection process shall receive notice of their application status irrespective of the outcome.

## **F. Decision on the Selected Qualified Candidate**

The selection of the candidate shall be determined by the hiring manager taking into consideration all information gathered in the selection process. The final selection is made by the final interviewer as illustrated below:

For executive positions reporting to the President	<ul style="list-style-type: none"> <li>- Initial interview with the HR Head</li> <li>- Succeeding interviews as assigned by the President</li> <li>- Final interview with the President</li> </ul>
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	<ul style="list-style-type: none"> <li>- Additional interviews will be the prerogative of the President (e.g. Board Members or Chairman)</li> </ul>
For other executive positions	<ul style="list-style-type: none"> <li>- Initial interview with the HR Head</li> <li>- Interview with the Division Head of the end-user</li> <li>- Final interview with the President</li> </ul>
Senior Managers reporting to Division Heads	<ul style="list-style-type: none"> <li>- Initial interview with Talent Acquisition Head</li> <li>- Interview with HR Head</li> <li>- Final interview with Division Head</li> </ul>
Other manager-level positions	<ul style="list-style-type: none"> <li>- Initial interview with Talent Acquisition Head</li> <li>- Interview with Department Head</li> <li>- Final interview with Division Head</li> </ul>
For Officer and RF positions	<ul style="list-style-type: none"> <li>- Initial interview with any of the Talent Acquisition Staff</li> <li>- Interview with assigned staff of the hiring manager</li> <li>- Final interview with Department Head of hiring manager or in the case of very large groups, any employee assigned by the Department head but must have higher rank than the candidate.</li> </ul>

**G. Job Offer**

A job offer contains the job title, salary and benefits, and starting date of the successful candidate. It shall be presented to the selected candidate before medical assessment to avoid spending on medical assessment for candidates who do not accept the job offer.

**H. Medical Assessment**

All successful candidates shall comply with the medical assessment and physical examination requirements of the Company. A job offer shall remain conditional until satisfaction of the medical requirements are met and reported by the Company's Medical Department. The Talent Acquisition Department or the end-user shall not decide whether or not an applicant is fit for employment.

**I. Employment contract**


The employment contract must be given to and signed by the successful applicant on or before the hiring date. The signature of the candidate signifies his/her acceptance of the contract. The employment contract shall be presented to the candidate with a copy of the job description.

**J. Documentation of recruitment activities**

At any stage of the recruitment process, it is the responsibility of Talent Acquisition Department to ensure that interview notes as well as other documents detailing reasons for selection and rejection of candidates are made. These notes/documents may be used as evidence of fairness of the process at any given period.

**K. Access to Applicant Information**

Applicants may request for an access to their own personal information through documents such as personal data sheet, assessment results and statutory documents within six months upon their application. However, information on management decisions related to their application shall not be provided to them. Applicants shall signify their request for access to their personal information through email or a written document.

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**L. Reconsideration**

Unqualified applicants may only apply for the same position after a period of 24 months. However, applicants may be considered immediately for other positions for which their qualifications may be suitable provided they passed all required written assessments and HR interview. Qualified but unsuccessful applicants can be reconsidered anytime. Employees who have already resigned or availed of early retirement may reapply for full time positions. Talent Acquisition Department should check the past performance and presence of derogatory record or administrative case filed against the applicant.

**M. Disposal of Resumes**

Resumes and/or curriculum vitae of applicants that are not hired shall be properly disposed of by the Talent Acquisition Department after six months. Proper documentation through registration in the recruitment data bank shall be performed prior to disposal.

**N. Turnaround Time**

Meeting the appropriate turnaround time for the recruitment and selection is a shared responsibility between HR and the hiring managers such that the former is accountable for sourcing and recommending the most qualified candidates while the hiring managers ensures it follows mutually-agreed interview schedules. The standard turnaround time from the approval of hiring to issuance of medical clearance is 45 calendar days (excluding the candidate's resignation period from his/her employer). Mutually agreed turnaround time between HR and the requesting party can be negotiated during massive hiring.


**O. Hired employees**

All hired employees shall go through an Employee Orientation. The orientation is scheduled on any given working day in the first week of the month. All new hires must attend the orientation on a schedule immediately succeeding the hiring date.

**P. Probation Period**

Employees shall be regularized after successful completion of an initial employment period that may be observed for a maximum of six months. The purpose of the probationary period is to allow the Company to observe the skills, competence, and performance of new employees and to determine if they are able to meet the reasonable standards to become permanent/regular employees.

- (a) Employment may be terminated by the Company immediately and/or without the 30-day notice period.
- (b) Absences during probationary period are considered evidence of poor work habits unless a valid reason is given. This is also evaluated as part of the overall decision to offer the employee a regular employment status with the Company at the end of the probationary period.
- (c) Using the Initial Employment Evaluation Form found in the Procedure for Recruitment and Selection ([HR-OP-ODG-01F13](#)) the immediate superior shall document and evaluate the performance of a new employee once before regularization. This is performed before the end of the probationary period. Any reason for non-regularization must be properly documented and submitted to HR.

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- (d) If employment continues uninterrupted beyond the maximum probationary period, the employee shall be considered qualified and shall be classified as a regular employee, retroactive to the actual starting date. The HR Services Department must enroll the employee in any other benefit plans for which a regular employee is eligible.

## **VI. VIOLATIONS**

Any Employee found to have violated any of the provisions of this Policy will merit the appropriate disciplinary action, pursuant to the Maynilad Employee Handbook and the Standards of Discipline.

## **VII. MONITORING AND REVIEW**

1. HR shall lead the implementation of this Policy. It shall be responsible for conducting regular review of the same and for initiating any modification to, or amendment or revision of the same, as necessary.
2. Enterprise Risk Management and Internal Audit shall periodically review the compliance of the concerned units with this Policy. It shall also assess the effectiveness of this Policy and make recommendations to further improve the Policy and the implementation thereof, as necessary.