



S.J. Abed & Al Sulaimi Catering Group SAOC
"We Cater to Your Needs"

Recruitment Process & Policy

Rev01-10.03.2025

SJA-POL-23

RECRUITMENT & PROCESS POLICY

Purpose:

To establish an ethical, fair, transparent and non-discriminatory recruitment process that ensures workers do not bear recruitment costs and that terms of employment are clear and agreed upon in advance.

Scope:

This policy applies to all recruitment activities within S.J. Abed, including internal promotions and external hires.

Policy Statement:

1. Fairness and Transparency:

- Recruitment processes must be conducted fairly and transparently, ensuring equal opportunity for all candidates
- Selection criteria must be based on qualifications, skills and experience relevant to the job requirements
- All stages of the recruitment process must be documented and accessible for review

2. Non-Discrimination:

- We commit to non-discriminatory practices in recruitment, ensuring no bias based on gender, age, disability, marital or parental status, racial, ethnic, national or social origin, religion or belief, sexual orientation or geographical location
- All employment decisions must be based on merit and relevant qualifications

3. No Recruitment Fees:

- Workers must not bear any recruitment costs, including application fees, medical examinations, or any other costs associated with the recruitment process
- Any costs related to recruitment must be borne by S.J. Abed



4. Clear Terms of Employment:

- Terms of employment must be clearly defined and communicated to candidates before they accept an offer.
- Employment contracts must include details of job title, duties, compensation, benefits, working hours and any other relevant terms and conditions
- Both the employer and the candidate must agree upon the terms of employment in writing

5. Recruitment Principles:

Motivation & Values: Staff recruited should share and support the vision, mission and values of S.J. Abed and adhere to its Code of Conduct. Staff are expected to be committed to the fight against corruption and the success of the organization's work

Excellence: We seek high-caliber staff capable of meeting the challenges of our company

Non-Discrimination: Recruitment is based on merit, without discrimination based on gender, age, disability, marital or parental status, racial, ethnic, national or social origin, religion or belief, sexual orientation, or geographical location

Diversity: We aim to achieve a broad, balanced and diverse representation of staff that reflects the diversity of our company

Accountability: Ensure recruitment procedures are fair, objective, impartial, transparent and applied consistently

Efficiency and Long-Term Planning: Balance efficiency in the recruitment process with the long-term planning needs of the company

Non-Preferential Treatment of Family and Friends:

- Appointments are made on merit, without preferential treatment for family members, friends or associated organizations
- Disclose any potential conflicts of interest and recuse oneself from recruitment processes where conflicts exist
- Ensure no direct reporting relationships between close family relatives or partners within the organization



- Treating employees fairly, providing opportunities for training and development, and rewarding employees based on their ability, performance, contribution and experience
- Abide by labour laws

Confidentiality: Ensure confidentiality of all personal data of applicants and respect their privacy. All staff involved in the recruitment process must preserve applicants' privacy and confidentiality

6. Recruitment Procedure:

1. General Principles:

- Apply procedures fairly and consistently to all job applicants
- Aid job applicants with disabilities as needed
- Plan recruitment in advance and open it to competition
- Do not accept casual or speculative requests for employment
- Require all job applicants to complete an application form in response to an advertised job vacancy
- Assess all applicants against relevant selection criteria to determine the best person for the job
- Ensure all people involved in selecting staff read and apply this policy and procedure, as well as to exercise equal opportunity to all applicants

2. Open a Recruitment File

3. Open a Monitoring File

4. Job Descriptions: Create a job description for every post, outlining the essential duties and job title

5. Personnel Specifications: Create a personnel specification for every post, outlining the selection criteria for assessing job applicants

6. Advertising the Job Vacancy: Advertise all job vacancies to attract as many eligible candidates as possible

7. Application Process and Forms: Require all job applicants to complete a standard application form for the advertised job. Provide applicants with an application pack, including:

- Application form



- Job description and personnel specification
- Closing date and contact details for inquiries
- Equal opportunities monitoring form

8. Equal Opportunities Monitoring: Treat information in applicants' monitoring forms with confidence and do not consider it during the shortlisting or interview process

9. Selection Process:

- Pre-Shortlisting
- Shortlisting
- Testing
- Interviews

10. Pre-Employment Checks:

- Health Checks and Examinations
- References
- Criminal Records

11. Confirmation of Offer:

- Notify the successful applicant in writing once pre-employment checks are satisfactorily completed
- Include details in the confirmation letter such as job title, duration, probationary period, start date, main terms, conditions and acceptance procedure

12. Record Keeping:

- Retain documents in the Recruitment File for at least 12 months after interviews
- Retain documents in the Monitoring File for at least 3 years after the application closing date

13. Onboarding and Employee Induction: Induction is crucial to integrating new employees into the organization. Our induction plan includes:

- Job/role requirements outline
- Physical orientation (facilities tour)
- Organizational orientation (team integration, organization's history, culture and values)



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- S.J. Abed Company Policies
- HSE and Food & Safety Orientation

7. Grievance Mechanisms:

- A transparent and accessible grievance mechanism must be established to address any concerns or complaints related to the recruitment process
- Candidates should be able to report any issues without fear of retaliation

8. Compliance and Monitoring:

- S.J. Abed will regularly review and audit recruitment practices to ensure compliance with this policy
- Any violations of this policy will be addressed promptly, and corrective actions will be taken as necessary

9. Training and Awareness:

- All staff involved in the recruitment process must receive training on ethical recruitment practices and this policy
- Regular updates and refresher training will be provided to ensure ongoing compliance

10. Implementation: This policy is effective immediately and must be communicated to all staff involved in the recruitment process. Adherence to this policy is mandatory and failure to comply may result in disciplinary action

11. Review: This policy will be reviewed annually and updated as necessary to reflect changes in legal and industry standards.

Joseph J. Abed
Director

Date: 10-03-2025

