

Nicdnox Resources Limited – Recruitment Policy

Effective Date: 26th May, 2025

Approved by: Executive Management

Applies to: All hiring managers, HR personnel, and third-party recruiters

Review Cycle: Annually or as required

1. Policy Statement

Nicdnox Resources Limited is committed to attracting, selecting, and retaining the best talent in a fair, transparent, and merit-based manner. Our recruitment process promotes equal opportunity, diversity, and inclusion while ensuring compliance with all applicable Ghanaian laws and ethical business practices.

We aim to create a workforce that reflects our values of **integrity, competence, safety, innovation, and community stewardship**.

2. Objectives

This policy seeks to:

- Establish a structured and fair recruitment process
- Ensure hiring decisions are based on merit, skills, and organizational needs
- Prevent discrimination, bias, and nepotism in recruitment
- Support workforce diversity, localization, and community inclusion
- Ensure compliance with Ghana's Labour Act and related regulations

3. Scope

This policy applies to:

- All **permanent, temporary, contract, and internship** positions
- All departments and subsidiaries of Nicdnox Resources Limited
- All individuals or agencies involved in recruiting on behalf of Nicdnox

4. Guiding Principles

4.1. Equal Opportunity

Nicdnox is an equal opportunity employer. We do not discriminate based on race, religion, ethnicity, gender, marital status, disability, age, sexual orientation, or political affiliation. We promote workplace diversity and inclusion.

4.2. Merit-Based Hiring

All employment decisions are based on qualifications, experience, competencies, and the ability to perform the role.

4.3. Transparency

Job openings and selection criteria are communicated clearly, and recruitment decisions are documented and justified.

4.4. Community Engagement & Local Content

Where possible, Nicdnox prioritizes hiring from local communities, in line with Ghana's local content development goals and to promote shared value.

5. Recruitment Process

The typical recruitment process will follow these steps:

5.1. Workforce Planning

- Annual HR planning is done with input from all departments to identify staffing needs.
- Positions must be approved by Executive Management and budgeted for.

5.2. Job Requisition

- Hiring managers submit a Job Requisition Form (JRF) detailing the position, job description, required qualifications, reporting line, and justification.

5.3. Job Advertisement

- All approved vacancies are advertised internally and externally (company website, newspapers, online job portals, or community boards).
- Local community job boards or radio announcements will be used for unskilled or locally sourced roles.

5.4. Application and Shortlisting

- The HR Department receives and reviews applications.
- Candidates are shortlisted based on the minimum requirements in the job description.
- Shortlists are shared with the hiring manager for input and review.

5.5. Interview and Assessment

- Structured interviews are conducted by a panel including HR and the relevant department.
- Depending on the role, technical assessments, presentations, or practical evaluations may be required.
- Interview notes and scoring are documented.

5.6. Selection and Approval

- The best-qualified candidate is selected.
- References and background checks are conducted.
- Final approval must be obtained from HR and Executive Management (or Board, for senior roles).

5.7. Offer and Onboarding

- A formal offer letter and employment contract are issued.
- Orientation and onboarding are coordinated by HR and the hiring department.

6. Recruitment of Interns, National Service Personnel, and Entry-Level Staff

- Nicdox supports youth employment through internship and national service programs.
- Selection will consider academic qualifications, career interests, and department needs.
- Where possible, local university and vocational school partnerships will be leveraged.

7. Recruitment of Contractors and Agency Workers

- All external recruitment agencies must be pre-approved and sign a service-level agreement (SLA).
- Third-party labor providers must comply with Ghanaian labour laws and this recruitment policy.
- Contractors must not pay recruitment fees, in line with ILO Fair Recruitment Principles.

8. Prohibited Practices

The following are not permitted:

- Nepotism, cronyism, or favoritism in hiring
- Charging candidates for job placement
- Discriminatory interview questions or job advertisements
- Hiring without proper documentation or approval
- Employment of children below the minimum legal age (per Labour Act, 2003)

9. Responsibilities

Role	Responsibilities
HR Department	Lead the recruitment process, ensure compliance, manage onboarding
Hiring Managers	Define job needs, participate in interviews, support onboarding
Executive Management	Approve recruitment for critical and senior roles
All Staff	Refer suitable candidates and maintain integrity during recruitment

10. Confidentiality and Data Protection

- All candidate information will be handled confidentially.
- Personal data will be stored and processed in accordance with Ghana's Data Protection Act, 2012 (Act 843).

11. Monitoring and Review

HR will monitor recruitment practices regularly to ensure fairness, identify gaps, and report to management. This policy will be reviewed annually or after major legal or organizational changes.


Nana Adu Tutu Poku
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Date: 26th May, 2025

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