

JOHN R. HAY HOUSE, INC. PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Hiring, Recruitment and Selection

AUTHORITY: Board of Directors

DISTRIBUTION: Manual

EFFECTIVE DATE: July 1, 1995

POLICY: It is the policy of the John R. Hay House to be an equal opportunity employer and to hire individuals solely upon the basis of their qualifications for the job to be filled. Unless otherwise provided in writing, employment with the John R. Hay House is considered to be at-will, so that either party may terminate the relationship; at any time and for any lawful reason.

PROCEDURE

1.1 Supervisors who need to fill a job opening or want to add a new job position should submit an employment requisition to the Personnel Committee for approval. All requisitions will be reviewed, but those for new job positions will be evaluated in greater detail before being approved.

1.2 The Hay House will normally try to fill job openings above entry level by promoting from within, if qualified applicants are known to be available internally. In addition, the Hay House will normally give consideration to any known qualified individuals who are on layoff status before recruiting applicants from outside the organization.

1.3 If candidates from within the Hay House are to be considered for job openings, the Personnel Committee will post the openings in accordance with procedures contained in Promotion. Current employee candidates for the openings will be considered and processed as outlined in Transfer.

1.4 If candidates from outside the Hay House are to be considered for job openings, the Personnel Committee or designee will be responsible for recruiting the candidates and is to utilize the recruitment methods and sources it deems appropriate to fill the openings.

1.5 During the recruitment, hiring, and orientation process, no statement is to be made promising permanent or guaranteed employment and no document should be called a contract unless, in fact, a written employment agreement is to be used. All employees of the Hay House are employed at-will and management should exercise great care not to make any representations otherwise.

1.6 When candidates from outside the Hay House are to be considered for job openings, the following procedures should be followed:

- a. Any candidate for employment must fill out and sign an employment application form in order to be considered for hiring.
- b. Applicants deemed qualified for consideration for available job openings will be interviewed by the Personnel Committee and given any tests required for the job.
- c. If an applicant is still deemed qualified after the Interview and any appropriate testing, the Personnel Committee will then make a determination as to whether the applicant has the legal right to work in the United States and, where appropriate, undertake credit, personal reference, and criminal conviction checks. A prior conviction, taken by itself, will not necessarily disqualify an applicant.

- d. If the Personnel Committee determines that the applicant is qualified for employment, an interview should be arranged between the applicant and the head of the department with the job opening.
- e. The Executive Director has the responsibility to determine whether an applicant is technically qualified for the position open and if the applicant is compatible with the work environment. The decision whether to hire the applicant is to be made by the department head, but must also have the approval of the Personnel Committee.
- f. Following a decision to hire the applicant, the Personnel Committee will make an offer of employment which should include any contingencies or disclaimers deemed necessary. If the applicant accepts the offer and a medical examination is required, the Executive Director should arrange it.
- g. If the background, medical, or any other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with the Hay House, the applicant will be refused employment or, if already employed, will be terminated.
- h. The Executive Director is responsible for orientation of new employees and the processing of their employment forms, and the supervisor is responsible for any necessary job training.

1.7 A member of an employee's immediate family will be considered for employment by the Hay House, provided the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if such employment would:

- a. Create either a direct or indirect supervisor/subordinate relationship with a family member.
- b. Create either an actual conflict of interest or the appearance of conflict of interest,

These criteria will also be considered when assigning, transferring, or promoting an employee. For purposes of this policy, "immediate family" includes: the employee's spouse, brother, sister, parents, children, step-children, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

1.8 Employees who marry or become members of the same household may continue employment as long as there is not:

- a. A direct or indirect supervisor/subordinate relationship between such employees.
- b. An actual conflict of interest or the appearance of conflict of interest.

Should one of the above situations occur, the Hay House will attempt to find a suitable position within the Hay House to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

1.9 The Hay House is taking affirmative action to employ and advance in the employment of qualified disabled veterans, veterans of the Vietnam era, qualified handicapped individuals and ex-offenders who have established themselves in the community and are at minimum two (2) years past their charge date will be considered for employment. They must be in good standing with court costs, fines and victim restitution. Violent or sexual offenders will not be considered for employment. The Hay House is also taking affirmative action to employ and advance in the employment of qualified individuals without regard to race, sex, religion, or national origin.

1.10 Former employees who leave the Hay House in good standing may be considered for re-employment. Former employees who resigned without written notice or who were dismissed for cause

may not be considered for re-employment. Length of service for the purpose of benefits is governed by the terms of each benefit plan. Employees who retire may be eligible, in certain circumstances, to be considered for rehire.