

APPENDIX 10

HPUK EXTERNAL RECRUITMENT PROCEDURES



Hutchison Ports (UK)

EQUAL OPPORTUNITIES POLICY

This Policy applies to employees of: HWP, HP(UK) Ltd., FTD, FPCS

Objective

The Company is committed to establishing, maintaining and monitoring equal opportunities for ALL prospective and existing employees in recruitment, transfer, promotion and all other employment matters, regardless of a person's sex, colour, race, nationality, ethnic origins, marital status, social class, age, disability, sexual preference or religious belief.

Further, the Company will monitor the composition of the workforce with sufficient frequency and will introduce positive action if it appears that this policy is not being adhered to.

Scope

This policy covers all prospective and existing employees and agency workers throughout the Company, and will be promoted through partnership with all recognised Trade Unions and representative bodies.

Policy

1. Recruitment (External and Internal Applicants)

All advertisements will include a statement on equal opportunities for all.

All job applicants will be assessed on the basis of whether or not they can do the job. Applicants will be selected on ability, knowledge, skills and attitude.

2. Monitoring

All external job applicants will be asked to state on their application form their ethnic status, gender and any disabilities. The Company guarantees that such information will only be used for the purpose of equal opportunities monitoring.

3. Positive Action

The composition of the Company's workforce and external job applicants will be monitored on a regular basis. Where significant inequalities become apparent, and/or diversity in our workforce does not reflect (where practical) the diversity of the working population, positive action will be taken in order to redress the imbalance.



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4. **Harassment/Bullying**

The Company aims to provide a safe and supportive environment for all employees, workers and agency personnel. Any harassment, bullying, discrimination or intimidation (including taunts, mental and physical abuse, unfair allocation of work, deliberate exclusion from normal workplace conversation or social events), based on a person's sex, colour, race, nationality, ethnic origins, marital status, social class, age, disability, sexual preference or religious belief, will be taken very seriously and regarded as a matter for disciplinary action. In serious cases, such behaviour will be deemed to constitute grounds of summary dismissal, in the absence of mitigating circumstances.

5. **Education/Training**

All Managers and employees will be made aware of this policy on equal opportunities, and training will be included on relevant educational and training courses where appropriate.

6. **Health and Safety**

All employees shall have equal access to all health and safety provision. Health and safety arrangements will not be used to justify discrimination against any group or individual.

7. **Grievances**

Any existing or prospective employee or agency worker, who believes they have received less than favourable treatment on the grounds of sex, colour, race, nationality, ethnic origins, marital status, social class, age, disability, sexual preference or religious belief, should register that dissatisfaction through the Company's Grievance Procedure.



Objectives

- a) To ensure that part-time workers are treated pro-rata in all aspects to equivalent full-time employees, reflecting the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000.
- b) To seek to accommodate workers who have a genuine and material case to work part-time for child-care reasons (reflecting H.M. Government's Report of Work and Parent Taskforce).

Scope

This policy applies to all workers (i.e. employees, agency workers, self-employed contractors).

Policy

- a) The Group recognises the valuable contribution made by part-time workers and fully accepts that they should be treated pro-rata in all respects to equivalent full-time workers. Comparisons between full-time and part-time are valid where they are:-
 - i) employed by the same employer under the same type of contract and
 - ii) engaged in the same or broadly similar work, having regard, where relevant, to whether they have a similar level of qualification, skills and experience and
 - iii) the full-time worker is based at the same establishment as the part-time worker or, where there is no full-time worker working or based at that establishment, who satisfies the requirements above, works or is based at a different establishment and satisfies those requirements.
- b) Part-time workers will not be treated less favourably than comparable full-time workers regarding pay, holidays, sickness/injury pay, maternity pay, access to pension scheme. In every instance treatment will be pro-rata to that of a comparable full-time worker/position.



- c) Part-time workers will have the same rights of representation, access to training etc. as their comparable full-time colleagues and will not be treated less favourably in redundancy selection.
- d) A refusal to transfer from part-time to full-time (or visa versa) shall not in itself be grounds for dismissal. All relevant factors must be considered. If a job is changed from part-time to full-time because of business demands, the part-timer(s) doing the job will be given the opportunity first to do that job full-time. If they find this unacceptable, they will be considered for any other vacancies that they might be interested in at the time.
- e) Part-time vacancies will normally be advertised internally.
- f) Requests from workers (either male or female) for part-time work for genuine and material child-care reasons will be given serious consideration. Whilst nobody has a legal right to such part-time working, requests will only be refused if there is a significant business case for doing so. Requests (to the appropriate HR Manager) and replies must be made in writing. Any disagreements on the outcome will be dealt with through the Grievance Procedure.
- g) The company regards access to part-time work (where appropriate) and the fair treatment of part-time workers as important parts of its Equal Opportunities Policy.



Objective

The Group is committed to promoting equality, diversity and has an on-going commitment to employee progression and involvement.

The purpose of the recruitment process is to enable the Group to objectively find candidate's with the skills, knowledge and attitude to positively contribute to the teams and the Group as a whole.

1. EXTERNAL RECRUITMENT PROCESS

- 1.1 Authorisation for recruitment shall be issued and authorised by the appropriate divisional manager/head of department.
- 1.2 Review of current internal candidates. Only if no internal applicant is available or suitable should the external sourcing be commenced
- 1.3 The selection for Senior Management recruitment within grade M14 and above shall be undertaken by the appropriate Director. For all other grades, selection shall be undertaken by the appropriate Divisional Manager / Department Head in deliberation with a representative of the HR Department.
- 1.4 The method of advertisement and recruitment shall be mutually agreed between the line Manager and the HR Representative. Expenditure will be controlled and authorised by the line Manager.
- 1.5 A candidate will only be appointed after the successful completion of the following procedures:-
 - a) Completion of an application form
 - b) Selection through an interview
 - c) Verification of qualifications
 - d) Receipt of satisfactory reference acceptable to the Company
 - e) Passing a pre-employment medical examination
 - f) Acceptance in writing of the Terms and Conditions of Employment



2 PROCEDURE

- 2.1 Authorisation to recruit externally shall be issued and authorised by the appropriate line Manager to the HR Department, who shall arrange for the vacancy to be processed
- 2.2 Recruitment shall be processed by the following (but with flexibility where needed):-
 - a) HR Manager - Management grades M14 and above
 - b) HR Officer - All other grades
- 2.3 The appropriate representative of the HR Department will liaise with the respective line Manager to define the job and the person specification and agree the salary and benefit package in line with the grading structure.
- 2.4 The representative of the HR Department shall, in consultation with the respective Manager, determine the most appropriate means of recruitment advertising (e.g. local press, trade press, agency, job centre etc) and if appropriate, draft a vacancy advertisement to be placed with the agreed media expenditure on recruitment shall be controlled by the line Manager.
- 2.5 All job applications will be received by the HR Department and acknowledged at the earliest opportunity. Once the vacancy is closed, the appropriate representative of the HR Department shall carry out initial screening and shall submit the applications of potential candidates to the line Manager for consideration. All interviews shall be arranged by the HR Department.
- 2.6 Short-listed candidates shall be interviewed by the appropriate representative of the HR Department and the respective line Manager.
- 2.7 When a suitable candidate has been identified an offer of the job, specifying the salary and the terms and conditions of employment, will be made, subject to references acceptable to the Company being received and the candidate successfully passing a pre-employment medical examination. Pre-employment medical examinations will be arranged by the HR Department.
- 2.8 All appointments will be made subject to a satisfactory probationary period.
- 2.9 All unsuccessful applications will be notified of such, in writing, by the HR Department.



Hutchison Ports (UK)

**External Recruitment Policy /
Temporary Recruitment Procedure**

2.10 After the closure of a vacancy, all application forms will be kept for a period of 12 months.



3 TEMPORARY RECRUITMENT PROCESS

- 3.1 Temporary employees may only be recruited, with authorisation from the appropriate Director, in the following situations:-
- a) Cover sickness/holiday absence of permanent staff,
 - b) To cover permanent employee's absence on maternity leave
 - c) To prevent the need for excessive overtime work by permanent staff
 - d) To provide additional support in the event of peak workloads
 - e) To prevent or eliminate excessive backlogs of work
 - f) To cover any unfilled vacancy
 - g) To work on a specific project or task expected to last for a temporary period.
- 3.2 Following authorisation the recruitment of temporary staff will be carried out by the HR Department. Recruitment may be progressed in the same manner as that for permanent staff or via an employment agency.
- 3.3 Managers wishing to recruit a temporary employee must:-
- a) Carefully assess the need for a temporary employee to ensure it is necessary and can be justified
 - b) Identify the required period and potential cost of employment
 - c) Obtain authorisation from the appropriate director using an Approval to Recruit or (Appendix 1)
- 3.4 The expenditure on temporary employees will be the responsibility of the respective line Manager.
- 3.5 The appropriate representative of the HR Department shall liaise with the line Manager in order to establish the skills and experience required, the duration of employment, the start date, and whether the manager has a specific individual which he/she would prefer to fill the temporary vacancy.
- 3.6 The HR Department, as appropriate, will remain the focal point for the line Manager to resolve any queries or complaints, and for the receipt and processing of all invoices from an employment agency.



EMPLOYMENT POLICY STATEMENT

1. The Board of Directors affirm that in matters of employment, promotion, training and all aspects of remuneration, a policy of total fairness without discrimination will be followed and that a positive on-going commitment to welfare and employee involvement will be maintained. This means that:-
 - a) No person shall be subject to either direct or indirect discrimination on grounds of sex, colour, creed, ethnic origin or marital status. Vicarious discrimination will not be tolerated. Employees who feel they have a grievance related to any form of discrimination are encouraged to make it known to management and need fear no detriment through doing so.
 - b) No person shall be arbitrarily discriminated against on grounds of age.
 - c) No person shall be unlawfully discriminated against on grounds of disability.
 - d) A sympathetic welfare policy will be maintained, including the availability of assistance to employees suffering from alcohol or drug dependency. Voluntary health monitoring will be available to all employees.
 - e) The employees, or their representatives, will be consulted and kept informed in all matters of substance that may be of concern to them.
 - f) It is the intention of the Board, within the bounds of commercial good sense, to maintain an employee's prosperity sharing scheme.
 - g) Information (including Electronic Data) maintained on employee's will be the reasonable minimum required for employment purposes and will not be held longer than is necessary, in line with the recommendations of the Data Protection Act 1996.
 - h) In pursuance of this Employment Policy, the Board of Directors will ensure that those Managers and Supervisors who are in a position to operate or interpret the Policy will be trained so that unlawful discrimination does not take place and the positive aspects of the Policy are promoted. The Board is committed to ensuring that the necessary facilities and monitoring procedures are maintained so that, through the Employee Relations Manager, the Policy is sustained in its entirety.