



## Recruitment Policy

Goodline is committed to finding and hiring a competent, capable and suitably qualified workforce. We've adopted strategies in order to ensure we are fulfilling our commitment by use of an experienced Human Resource Manager, experienced administration staff, a labour sourcing strategy, recruitment procedures, position descriptions and use of flow charts to guide the process.

All new applicants must meet the following minimum criteria:

- Possess suitable qualifications and experience.
- Pass job specific interview questions.
- Undertake approved reference checks.
- Hold a National Construction Induction Card.
- Pass a pre employment medical assessment including a alcohol and other drugs test.
- Attend and complete any training course, induction and assessment as prescribed by Goodline prior to or on commencement of their employment.
- Complete the BHPBIO Situational Safety Awareness Test (for BHPBIO applicants only).
- Gain approval for site access through BHPBIO operations system Enable. (WA Port Hedland applicants only).

Goodline will focus on the following:

- Recruiting the best potential people for the job.
- Ensure that the employee is treated with equality, dignity and respect.
- Define the competent authority to approve each selection.

In addition to the above, we will ensure all members of the Human Resources team complete a confidentiality form to ensure all confidential information is retained and dealt with discretion and tact.

**John Kennedy**  
Managing Director

Date 22 November 2010

