

RECRUITMENT AND SELECTION POLICY

Policy Owner:	Botle Buhle Brands (Pty) Ltd		
Effective Date:			
Version:	Version 1		
Authorised by:	CEO		25/10/2023
		Signature	Date
Note:	Botle Buhle Brands (Pty) Ltd (hereinafter referred to as Botle Buhle Brands) reserves the right to amend the contents of this policy as and when required. The policy currently in effect will apply to all employees regardless of the policy that applied at the time of employment.		

1. Scope/objective of the policy

- 1.1 The purpose of this policy is to direct recruitment and selection practices to ensure that Botle Buhle Brands attracts, acquires and retains talent within the company.

2. Legal principles

The following legislation is applicable to this policy:

- 2.1 Basic Conditions of Employment Act, Act 75 of 1997;
- 2.2 Labour Relations Act, Act 66 of 1995;
- 2.3 Employment Equity Act, Act 55 of 1998; and Amendments.

3 Policy

- 3.1 The policy defines the objectives to be met in the implementation of Recruitment and Selection, which are aimed at attracting competent individuals to fill a position with the most suitable applicant. Candidates are selected for appointment according to their ability, qualifications and competencies required to fulfil the job requirements, without having regard to discrimination factors such as race and gender.
- 3.2 Internal candidates are given prior consideration for job appointments and only where it is considered that a suitable internal candidate is not available will an external candidate be appointed.

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- 3.3 Bottle Buhle Brands considers itself an Equal Opportunity Employer and thus aims to eliminate all forms of unfair discrimination in the recruitment and selection of staff.

4 Recruitment Process

- 4.1 Prior to a position being advertised, Managers/Leaders are responsible for establishing a business need for recruitment and for justifying the need to fill the vacancy or the need to create a new position.
- 4.2 It is necessary to ensure that a vacancy does exist. Although there might be a resignation, it may not always be necessary to replace the resigned employee as the function may be absorbed by other employees.
- 4.3 Managers/Leaders are required to submit a written motivation to the People Manager and CEO in support of their need for a position to be filled.
- 4.4 The People Manager and CEO will discuss recruitment requests during the weekly People meetings and establish whether there is a need to fill the position. If the recruitment need has been confirmed, the People Manager and CEO will determine an appropriate salary bracket/budget for the position.
- 4.5 Once the recruitment need has been confirmed and approved, the CEO will give guidance on the position's level of priority.
- 4.6 The People Department will facilitate the recruitment process, including advertising the vacancy internally and externally, shortlisting, interviewing and assessing candidates, arranging verification checks and offer of employments.
- 4.7 The People Department may make use of recruitment agencies to reach a wider pool for candidates for consideration for vacant roles.

5 Selection Process

- 5.1 When shortlisting candidates in the selection phase of the process, only the inherent job requirements and the individual's fit with the company's culture will be used as selection criteria.
- 5.2 A minimum of two interviews will be held with shortlisted candidates before a selection decision is made and, in some cases, a technical assessment may be included in the selection process. However, the Company reserves the right to

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extend the selection process to include additional interviews, should it be deemed appropriate and reasonably required to select a suitably qualified candidate.

- 5.3 Whereafter, the final selection and appointment of a candidate may be done, where it is reasonably practicable, with the Company’s Employment Equity plan in mind. However, in the event that the designated candidate is not the most suitable for the position, the Company reserves the right to appoint the non-designated candidate.

6 Relevant policies

- 6.1 Employment Equity and Affirmative Action policy.