

## Recruitment Policy

The need for a clear and structured system for the recruitment of personnel and their induction is viewed as essential to the overall development of C Y SHEET METAL.

To this end, this policy aims to ensure that sufficient time and effort is spent at the recruitment stage to ensure that, when we recruit, we recruit the right people for the positions available.

In assessing the suitability of the candidates, we give due regard to:

1, Qualification

2, Experience

3, Suitability to the position.

Obviously, not all these factors will be relevant to every job function that exists but differing emphasis is placed on each of these attributes according to the vacancies to be filled.

As a general rule we would like to develop our team from within and use succession planning as a central theme for the development of our organisation. In this way we will, where possible, advertise these vacancies internally, before we look to recruit from external sources.

Accordingly, when we recruit we will look to introduce employees that have an aptitude to grow and develop in line with our business plans and needs.

Having recruited, our goal is to induct new employees correctly and support them through their early period of employment. It is management's duty to help the employee to succeed and the employee's duty to meet the challenge and strive for self-improvement and success.

This policy does not retract or replace our Equal Opportunity Policy but runs parallel with and indeed supports that policy.

Signed for and on behalf of CY Sheet Metal:

Name: IAN PASSEY

Position: MANAGING DIRECTOR

Sign: I. C. Pannamann

Date: 15/7/2013