

# **CABGOC – Cabinda Gulf Oil Company**

## **Human Resources**

### **Recruitment & Employment - Administrative Guidelines**

#### **Scope**

These guidelines complement the application of Recruitment Policy 209 which is applicable to all vacant Angola payroll positions for internal and external candidates.

#### **Responsibility**

The primary responsibility for filling open positions rests with the functional Personnel Development Committee (PDC), the cross-functional PDC and approval by Management PDC. All internal or external candidate/addition to the department headcount must have MPDC approval. If you are filling an approved position with an internal candidate, you will need MPDC endorsement.

Each applicant is expected to provide accurate personal information for all employment related purposes. Giving false or misleading information or withholding relevant information may lead to withdrawal of employment offer or disciplinary action, up to and including dismissal based on Company procedures.

#### **Procedure**

Before any decision to recruit is made, other options should be considered, such as redistribution of work or changes in work optimization. Once a decision to recruit has been made and authorized by MPDC, all positions will normally be posted internally. Any exceptions for not advertising a job internally should be approved by MPDC.

#### **Internal Posting**

The internal posting process gives employees the opportunity to manage their own career as they can move to areas where they have interest and have built competence. This minimizes attrition and increases employee satisfaction and productivity. It also allows for selection to be made amongst a pool of talented and qualified employees who already know and uphold the Chevron Way values.

#### **Process**

- SASBU HR Talent Sourcing (TS) group will review the [Position Requisition Form](#) (PRF); GO-400 or [Summary of Job Description](#) (SJD) to prepare an internal advert/ create a requisition in the online Recruiting system.
- When created, the posting is opened and the job advert is available on the [Internal Career Center](#).
- The Hiring Manager and Human Resources Business Partner (HRBP) are informed by email that the posting is opened and when it is going to close.
- Applications are submitted through the online Recruiting system, screened, shortlisted and forwarded by the staffing Coordinator to the hiring Manager for decision on final list of candidates to be interviewed.

An employee is eligible to apply for vacant positions if has been in the current position for **at least 18 months**.

Interested candidate should discuss with their supervisor (for endorsement) prior to applying for any posting. Supervisors can work with their HRBP if they need assistance or require additional guidance. A probationary employee is not eligible to apply for vacant positions.

An employee cannot apply voluntarily to a position that is graded lower than his current salary grade. Any exceptions need to be reviewed by department manager and HR

The key requirements of the job should be established before the recruitment process begins. Assessment will be against job-related criteria, for example, technical and behavioral competence measured against the job requirements and the employee's ability to deliver the required accountabilities.

### **External Posting**

External Recruitment is considered once a position has been posted internally and there is no adequate skill match for the position; or posted simultaneously if it is thought that no suitable candidate will be found internally (with appropriate approvals in place).

### **Process**

- Once the [Position Requisition Form](#) (PRF), GO-400 or [Summary of Job Description](#) (SJD) have been reviewed, the internal advert prepared and the requisition submitted in the online Recruiting system, the TS group requests translation of the advert into Portuguese.
- After editing the translated document, the TS group prepares an external advert, creates and opens the requisition in the online Recruiting system. Once opened, the job is available on Chevron [website](#). The TS Team then sends the advert directly to the Ministry of Labor (MAPTSS) and the Angolan national newspaper (*Jornal de Angola*).
- The Hiring Manager and HRBP are informed by email that the posting is opened and when it is going to close.
- Applications are submitted through the [chevroninangola](#) website, screened, shortlisted and forwarded by the Staffing Coordinator to the Hiring Manager for decision on final list of candidates to be interviewed.

### **Job Fairs (Recruitment Events)**

To continue search for recent graduates and experienced candidates, petro-techs and support functions, CABGOC participates in Career Fairs throughout the year locally or internationally, either organized internally or by Recruitment companies that have approved contracts with the company.

For all Career Fairs, the TS team ensures that each department's jobs that will be advertised during the career fair are valid and have been posted recently (it is mandatory that all jobs taken to a Career Fair have previously been posted internally).

### **Recruitment Selection**

Candidates should be informed in advance of what the assessment and selection process will involve.

After the pre-selection, the interview team and the HRBP prepare to interview the short-listed candidates. They should be treated professionally and given every opportunity to perform at their best; for example,

reasonable adjustments should be made for those with special needs. Candidates should be informed in advance of what the assessment and selection process will involve.

Results of the interview are documented on the Selection Record Form by the HRBP.

If the selected candidate is an internal employee, then the HRBP liaises with the Hiring Manager to extend the job offer and issue PCR to document change. The candidate has up to 48 hours to respond to the offer.

If external, the HRBP is responsible for putting together the Proposal for Job Offer (PJO), collect the signatures from the Hiring Department and deliver the document to the Recruitment team for final review and request of HR General Manager signature. The PJO will allow the recruitment team to issue the promissory employment contract with accuracy and will, alongside with the Selection Record Form, be placed into the candidate's file.

Feedback to candidates on their success or failure should be timely and constructive. Assessment and selection decisions should be recorded in the same format for all candidates.

### **Pre-employment**

Medical, security, FCPA and EASENet clearance is required before the candidate signs the contract. Then, employment start date is established between the candidate and the hiring manager. The Talent Sourcing team prepares and extends the promissory employment contract to the successful candidates. If accepted, TS issues the work contract to be signed (fixed or permanent).

External candidates must be given up to 2 calendar days to respond their promissory contract of employment as from the date of reception of said proposal, otherwise, it will be considered null and void.

After promissory contract acceptance, external candidates should provide all the required documentation to start the pre-employment process within 5 working days. Failure to complying may result in withdrawal of the promissory contract unless a justification is presented and accepted by HR and the hiring department.

### **Conditions for Fixed vs. Permanent Employment Contract**

All new hire candidates (experienced or non-experienced) will start employment with the Company under Fixed Term Contract. Non-experienced candidate may also start as a professional intern.

Exception to extend a permanent contract must be approved by the department manager based on demonstrated relevant work experience (at least 3 years) and level of knowledge of the job.

### **Administration of Fixed Term Contracts:**

- Fixed term contract is on one (1) year increments. Every year prior to contract expiration, the department should evaluate the employee's performance and decide whether to renew the contract or terminate.
- If no action is taken the contract will renew automatically for another year, up to a maximum of 5 years.
- In case a decision is made to terminate the contract, the employee must be notified, in writing, at least 15 calendar days prior to the expiration date.
- The probation period for fixed term contracts varies from 15 to 30 days depending on the level of knowledge required for the job.

### **Administration of Permanent employment contract:**

- If a decision is made, on exceptional basis, to extend a permanent contract to a new hire, there will be a probationary period of up to 6 months, depending on the level of knowledge required and complexity of the work to be performed.
- Permanent contract cannot be terminated unless employee violates company policy or has sustained poor performance. Permanent contract needs to be used on exception basis.

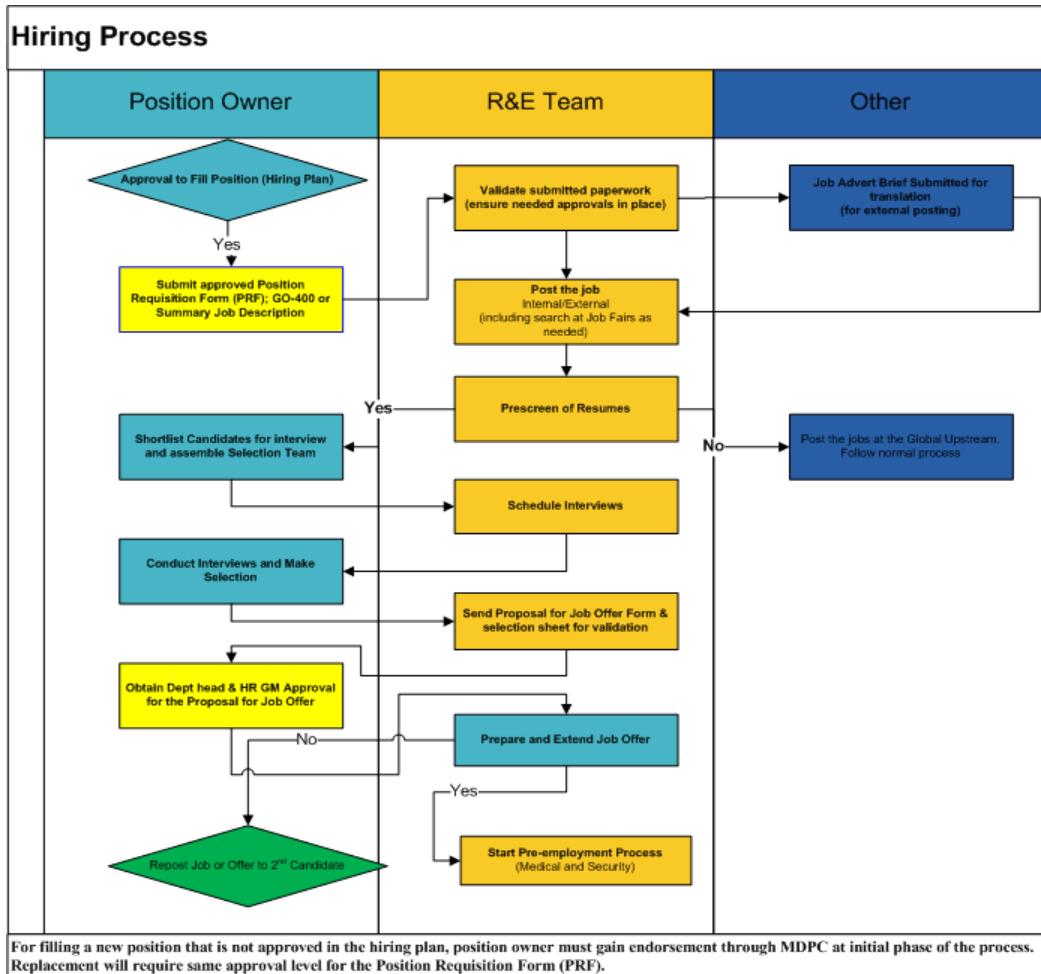
## **Benefits**

The employee under a permanent and fixed-term contract should be entitled to the following benefits:

- 50% of monthly base salary;
- Family allowance;
- Medical assistance;
- Health and accident insurance;
- Christmas Allowance
- Christmas Bonus
- Toy Allowance for children under 14 years old
- Social Annual Bonus (50 %)
- Savings & Retirement Plan \*
- Other Company situational allowances or bonuses

*(\*Applicable only to employees that meet the requirements and internal regulations of the company)*

## Process Flow Chart



## References

- [Policy 209 – Recruitment](#)
- [Internal Career Center](#)
- [Internship policy](#)
- [Internship Administrative Guide](#)