



Title: Employee Rehire Policy

Procedures & Forms

HR Policies and Procedures

Effective Date:

This version supersedes all previous policy and practices related to Employee Rehire Policy. This policy is effective 1st February 2014

Background

Former employees can apply to be considered for new vacancies. As a company we are an equal opportunity employer and will strive to uphold our principle of Good People first.

Scope

All employees under the umbrella of the “Group” are governed by this policy.

Policy and Procedure

An employee may be rehired so long as there is a vacancy matching their skillset and if they left in good standing with KOJ Group LLC.

They will be required to be assessed on the same basis as those that apply for the same position, and your previous experience with the organisation does not influence the decision. The benefits offered will be the same as a newly hired employee.

A new contract needs to be signed by the individual and a new employee ID will be generated for each returning employee.

The employee may be appointed for a probationary period not to exceed six months, and the employer may terminate the services of the employee during this period without giving a notice or end of service remuneration. Appointment of the employee on probation basis in the service of one particular employer may not be made more than once. However if the employee passed the probationary period satisfactorily, and remained in service, such period of service shall be computed in the period of his service.

All previous service served, will be deemed cleared, and will not be allowed to be added to the employees new service contract.

Maintenance and amendment of the policy

As with all Group policies (the “Group”) may amend this policy at its discretion at any time.