

Lam Construction Group

HR & Admin. Manual (HK)	Document No. : HRM 0100
Recruitment & Employment	

Revision Record

Revision No.	Date	Description of Changes	Prepared (W. Leung)	Reviewed (Peter Lee)	Approved (Peter Lam)
--	1-6-99	New Issue	W. Leung	Peter Lee	Peter Lam
A	21-7-99	Job Application Form revised to LAM/HRM/0100/F2a	W. Leung	Peter Lee	Peter Lam
B	1-12-99	<ul style="list-style-type: none"> - Revise Job Application Form to LAM/HRM/0100/F2b. - Add Job Application Form for Grade BII or above staff LAM/HRM/0100/F6. - Retrieve Confidential Enquiry Form to a new form LAM/HRM/0100/F7. - Add Personal Data Updating Form in clause 3.3.3 and LAM/HRM/0100/F8. - Add Personal Data Consent Form and Undertaking in clause 3.3.4 and LAM/HRM/0100/F9 & F10 respectively. 	W. Leung	Peter Lee	Peter Lam
C	20-9-02	<ul style="list-style-type: none"> - Recruitment Requirement Form revised to LAM/HRM/0100/F1a - Application Form revised to LAM/HRM/0100/F2c - Employee Particulars revised to LAM/HRM/0100/F3a - Application Form (Grade BII or above) revised to LAM/HRM/0100/F6a 			

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C	20-9-02	- Confidential Enquiry revised to LAM/HRM/0100/F7a - Personal Data Updating Form revised to LAM/HRM/0100/F8a			
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1.0 Objective and Scope

- 1.1 To provide guidelines to Business Unit Operating Officer (BUOO) / Department Heads of Group Services (GSDH) on recruiting and employing staff.

2.0 Responsibility

- 2.1 BUEO / GSEVP should check if the head count applied has been provided against the budget.
- 2.2 BUOO / GSDH should obtain prior approval from BUEO / GSEVP for recruitment, regardless whether the Headcount is an expansion or a replacement. Approval from the President is required if the vacancy is an expansion of Headcount.
- 2.3 The HR & Admin. Department is responsible to co-work with the User Department for the recruiting and employing process. These include: review the Job description, identify requirements for the Job, select the appropriate recruitment method, monitor the aptitude tests, assist in selecting most appropriate candidate, work out the remuneration package, and offer employment to the selected candidate.
- 2.4 President will be involved at the final selection process, should the monthly package offered to the candidate at HK\$50,000 or up.

3.0 Procedure

3.1 Recruitment

- 3.1.1 Complete the "Recruitment Requirement Form" which is available at HR & Admin. Department. Approval from the President is required if the vacancy is an expansion of headcount, otherwise, please submit the form to HR & Admin. Department to process.
- 3.1.2 Re-visit the job specification of the vacancy : HR & Admin. Department needs to revisit with the user department the job specifications of the vacancy. Objective is to update current requirement of the job.
- 3.1.3 To decide on the source(s) of recruitment: i.e. internal placement, external placement, or both. The user department may opt not to place internally for sensitivity reasons.

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3.1.4. HR & Admin. Department will screen the applicants and recommend 5-10 applicants for further consideration of the user department. The user department may select from within 3-5 candidates for interview.

3.1.5. HR & Admin. Department will arrange the interview and conduct the interview jointly with the immediate supervisor, next level of supervisor will be invited to involve in the final selection stage.

3.1.6 The selection process will usually involve (a) filling up an application form, (b) an aptitude test, (c) competency based interviews, and (d) reference checking.

3.1.7 Once the candidate has been selected, HR & Admin. Department will be responsible to give employment offer and confirm the employment date.

3.2 Internal Opportunity

The Internal Opportunity System is an internal promotion and transfer that aims to make employees aware of the current available job opportunities in our Company. The system provides visibility of all job opportunities to employees for career development.

3.2.1 Eligible employees should have at least twelve (12) months of continuous service in his/her current position (grade) when seek opportunities through this program

3.2.2 The current supervisor's comment on his/her performance will take into consideration during the selection process.

3.2.3 Selection and Interview

3.2.3.1 Interested employees should forward their application to HR & Admin. Department.

3.2.3.2 HR & Admin. Department screens through all applications and selects qualified candidates for interview.

3.2.3.3 Potential applicants will be interviewed by user department. Current supervisor will be informed of the application when the applicant is selected for interview.

3.2.3.4 Pre-selection contacts initiate by line or applicant will not be permitted.

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3.2.4 Offer and Acceptance

3.2.4.1 User department identifies suitable applicants. HR & Admin. Department will then inform the current supervisor.

3.2.4.2 HR & Admin. Department explains the employment terms to the selected candidates, such offer is according to the terms and conditions agreed also by the user department.

3.2.4.3 Employees selected for promotional move will be released to their new position within six weeks. For lateral transfer, discussion and agreement between Releasing Business Unit and Receiving Business Unit are required. The released date will be fixed subject to business needs.

3.3 Employment

3.3.1 Selected candidate will be offered employment in the form of “Contract of employment” issued by the HR & Admin. Department. The Contract of Employment will be categorized into 3 formats :

3.3.1.1 Simple format in Chinese version for direct labor;

3.3.1.2 Simple format in English version for general staff; and

3.3.1.3 Comprehensive format in English version for senior executives

3.3.2 In general, the contract of employment will include the following terms:

3.3.2.1 Job title

3.3.2.2 Internal staff grade

3.3.2.3 Remuneration package

3.3.2.4 Location of work

3.3.2.5 Working hours

3.3.2.6 Commencement Date

3.3.2.7 Probationary Period

3.3.2.8 Fringe Benefit

3.3.3 When employed, all employees are required to complete the “Employee Particulars Form” for record keeping in their personal file. Should there be any changes during the employment, employee is required to complete and return to HR & Admin. Department the “Personal Data Updating Form”.

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3.3.4 Technical staff may also be required to provide a detailed C.V. for tendering or construction business related purpose. HR & Admin. Department will obtain prior approval from employee through the endorsement of the “Personal Data Consent Form” and the “Undertaking”.

3.4 Probation

3.4.1 Unless otherwise specified, all employee are required to undergo a 3 months’ probationary period before being confirmed as a permanent employee of the Company.

3.4.2 Two weeks before completion of the probationary period, HR & Admin. Department will remind his/her supervisor to endorse the employment.

3.4.3 If additional time is required to observe the employee’s performance, the supervisor is responsible to notify HR & Admin. Department to take necessary action. The extension of the probationary period may extend up to 3 months.

4.0 Process Flow Chart

Nil

5.0 Report

Nil

6.0 Standard Form

- LAM/HRM/0100/F1a - Recruitment Requirement Form
- LAM/HRM/0100/F2c - Application Form
- LAM/HRM/0100/F3a - Employee Particulars Form
- LAM/HRM/0100/F4 - C.V.
- LAM/HRM/0100/F5 - Record for Internal Transfer
- LAM/HRM/0100/F6a - Application Form (Grade BII or above)
- LAM/HRM/0100/F7a - Confidential Enquiry Form
- LAM/HRM/0100/F8 - Personal Data Updating Form
- LAM/HRM/0100/F9 - Personal Data Consent Form
- LAM/HRM/0100/F10 - Undertaking

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7.0 Appendix

- Appendix HRM0100-01 - Employment Contract (Simple version)
- Appendix HRM0100-01 - Employment Contract (comprehensive version)