**OBJECTIVE**

Establish procedures to regulate precisely and comprehensively the functioning of the recruitment of agency services for the placement of workers.

**INTRODUCTION**

The implementation of specific mechanisms and strategies aimed at labour service providers will provide better labour intermediation, as it has the integration of the bases on which the operation of the service will take place and will allow execution, control, and monitoring to be effective, complying with all labour standards established by law.

**RESPONSIBILITIES**

1. Service providers and supervisory staff are responsible for faithfully complying with these policies and procedures.
2. The Human Resources department will ensure the correct application of this procedure.

Personnel Definitions

* Indirect or external employment- Personnel hired through agencies, subcontracted or work from home.
* Migrant- Who arrives in a country or region other than his place of origin to settle in it temporarily or definitively.
* Apprentices- A beginner in a given technique.

Definitions of time

* Temporary - Staff hired for a specified period of time.
* Plant - Staff hired with an undetermined time.

**RECRUITMENT THROUGH AGENCY**

Process to be used if the company determines that the recruitment of workers must be through labor service providers.

The recruitment of indirect workers whether temporary or permanent, migrants and/or apprentices shall be governed by all the terms and conditions set out in the Law.

Workers shall have the right to have all the benefits marked by law, such as: Social Security, the right to apply for permits, the right to leave, etc.

The company must be aware of the procedure that the service provider uses for the recruitment of labor.

According to the low production seasons, the following Policy will apply with respect to how the calculation and method of payment will be to workers.

**Low-term payment policy**

"During periods of low productivity or sales, employees either plant or temporary, wage payment will be calculated by (describe the form of payment, they may be paid per hour worked, per day worked, for productivity, etc.), this will be as previously agreed, based on the different activities carried out by each worker during the period."

The Policy must be reported to all workers in the recruitment process.

**Recruitment process through agencies**

1. There must be at least 3 quotations from labor service providers.
2. It must be ensured that the company contracted for this provision of services has all legal requirements.
3. Through agency visits they will be monitored frequently to verify that they have all labor standards for workers, i.e. they are offered at least the minimum wage set by law, they has the right to apply for leave and vacations, that they are asked for the document proving that the worker is of legal age, that they have contracts in force for workers.
4. When the provider providing the services is selected, the contract for the provision of services must be included in which all the rights, obligations and responsibilities of both companies will be established, as well as the validity thereof.
5. A detailed guide on the characteristics of the position to occupy must be provided to the service provider.
6. The recruitment requirements will be determined by the company's policies, defining together the terms of the hiring, either for a permanent or temporary position.
7. Workers must have signed contracts, which must contain the terms and conditions of work, the activities for which they will be hired, hours and days of work, days of rest, the payment of wages agreed, the form and days of payment and signed by the workers, as well as they must deliver a copy of it and they must sign receipt of same.

**FREQUENCY**

When recruitment services are required through agencies.

**RELATED DOCUMENTS**

* Contract for the provision of services.

**VERIFICATION**

* This document should be reviewed at the beginning of each season, at least annually, or when any changes are necessary.
* The General Manager, in conjunction with the staff involved, will have to review annually the effectiveness and applicability of this document.

**Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­**

**Head of HR Department General Manager**