



## **Hiring Policy**

### **Purpose**

PIP Animation Services Inc. practices equal opportunity, and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure the success of our business. PIP Animation Services Inc. has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner.

### **Guidelines**

PIP Animation Services Inc. requires that all requests for new or additional personnel be directed in writing to the PIP Animation Services Inc. division head for approval. Personnel requests shall include the position title, essential job functions, necessary qualifications, reasons for the opening, and the hours/shifts required.

### **Job Postings**

#### **Internal:**

- PIP Animation Services Inc. requires that all new postings of employment be circulated internally.
- This process is designed to give current PIP Animation Services Inc. employees first priority in consideration for new employment opportunities within the company, and to promote applicable employees whenever possible.
- Qualified applicants under the employ of PIP Animation Services Inc. shall remain subject to the normal hiring processes, including interviews, etc.

#### **External:**

- PIP Animation Services Inc. shall make public any new employment opportunities.
- External job postings shall be based on necessity and budget requirements.
- Human resources shall be responsible for the placement of all recruitment advertisements.

All job postings will include the following statement: “PIP Animation Services Inc. is committed to accessibility and Human Rights. Accommodations are available upon request for candidates taking part in all aspects of the selection process.”

### **Application Process**

- PIP Animation Services Inc. requires that all applicants complete an application for the consideration of employment.
- Applicants must also submit a resume and letters of reference.
- PIP Animation Services Inc. will review all properly completed applications, and interview the most qualified candidates.
- Candidates that for any reason do not meet the requirements for employment shall remain classified as applicants and may re-apply once each month for reconsideration.

### **Interviews**

- Interviews shall be scheduled and conducted by Human Resources and the hiring manager.
- Candidates will be notified about the availability of accommodation for job applicants who have disabilities when being scheduled for an interview. Upon request, for the interview process and for other candidate selection methods, PIP Animation Services Inc. will consult with the applicant and provide or arrange for suitable accommodation.
- Interview questions shall be compiled and reviewed by Human Resources to ensure their efficacy.
- Upon completion of all scheduled interviews, the results shall be reviewed by the hiring manager.
- The hiring manager shall make hiring decisions at his/her discretion.



- Original copies of completed interview guides and candidate responses, applications and resumes of applicants that were not selected for employment shall be forwarded to Human Resources to ensure the appropriate retention of information.
- Human Resources shall notify applicants not selected for employment regarding the closure of the position.

#### **Internal Transfers**

- Employees are encouraged to apply for internal job openings, and will have their applications considered on the basis of their qualifications and potential for success at the position.
- Employees applying for internal job postings must first obtain the consent of their department manager.
- Internal applicants who are not selected for the position shall be notified by Human Resources.

#### **References and Background Checks**

- The hiring manager and Human Resources shall conduct reference and background checks on all potential candidates for employment at PIP Animation Services Inc..
- Background checks are designed to protect the safety of our employees by minimizing the hiring of potentially dangerous individuals with violent criminal backgrounds.
- References shall be checked to ensure a candidate's qualification for the position.

#### **Offer of Employment**

- PIP Animation Services Inc. shall give a conditional offer of employment to applicants that have been selected through the application and interview process.
- Job offers shall be contingent on the applicant's agreement to company policies, successful reference and background checks, and any other condition applicable to the position that are required of the employee.
- Should the applicant accept an offer of employment from PIP Animation Services Inc., he/she will be considered an employee, and provided with a start date and required location to report for duty. Employee orientation shall be provided, and will include workplace policies, rules and regulations, and other job specific information designed to assist the employee in his/her duties. Authorization forms and policies shall be signed during this period of orientation.

#### **Potential Hiring Conflicts**

##### Family Members

- PIP Animation Services Inc. shall accept applications from, and consider a member of an employee's immediate family for employment if the candidate has all the requisite qualifications.
- An immediate family member shall not be considered for employment if by doing so, it might create a direct or indirect managerial/subordinate relationship with the family member, or if his/her employment could create a conflict of interest either real or imagined.
- For the purposes of this policy, immediate family members shall be defined as: Wife, Husband, Mother, Father, Brother, Sister, Son, Daughter, or any In-Laws.

##### Employee Relationships

- Employees engaging in romantic relationships and employees that become married or live in the same household may continue their employment with PIP Animation Services Inc. provided that there is neither a direct or indirect managerial/subordinate relationship between the employees, or a conflict of interest, real or imagined, created as a result of the relationship.
- In the event that either a managerial/subordinate, or conflict of interest issue arise, PIP Animation Services Inc. will work with the employees to accommodate them in a reasonable fashion. Possible resolution may require one of the employees to transfer to another position within the company. If this is not possible, one of the employees must resign.



### Former Employees

- A former employee who left PIP Animation Services Inc. on amicable terms may be eligible for reemployment.
- Former employees who left PIP Animation Services Inc. without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for reemployment.