



Foundation for Healthcare Innovation and Development (FHIND)

Recruitment and Staffing Policy

September 2021

1. Introduction:

Recruitment Process:

FHIND is committed to fair, transparent, and ethical recruitment practices. Our recruitment process includes the following key steps:

a. Job Vacancy Announcement: All job vacancies are clearly and accurately advertised, outlining the qualifications, responsibilities, and other relevant details.

b. Application Process: Applicants are required to submit their applications through a standardized process, ensuring equal opportunity for all interested candidates.

c. Shortlisting: Candidates are shortlisted based on their qualifications and suitability for the position.

d. Interviews and Assessment: Shortlisted candidates undergo a fair and standardized interview and assessment process.

e. Reference Checks: Reference checks are conducted to verify the candidate's professional background and qualifications.

f. Offer and Acceptance: Successful candidates are provided with clear and comprehensive employment offers, and their acceptance is documented.

2. Compliance with Local Labour Laws:

FHIND is committed to compliance with all relevant local labour laws in Nigeria. Our recruitment processes adhere to the Nigerian Labour Act and other applicable regulations, ensuring that employees' rights and legal requirements are respected throughout the entire employment lifecycle.

3. Modern Slavery Act Compliance:

While FHIND operates in Nigeria presently, we are committed to ethical practices in alignment with global standards. Although not bound by the UK Modern Slavery Act 2015, FHIND recognizes the importance of combating modern slavery, servitude, forced or compulsory labour, and human trafficking. We have implemented internal policies and procedures to address these issues within our organization.

4. Nigerian Legislation on Forced Labour and Human Trafficking:

In Nigeria, relevant legislations and regulations addressing forced labour and human trafficking include the Trafficking in Persons (Prohibition) Enforcement and Administration Act

2015. FHIND is committed to compliance with this Act and other applicable laws, and we expect our subcontractors to do the same.

5. Subcontractor Compliance:

FHIND ensures that all subcontractors engaged in recruitment and staffing activities comply with Nigerian labour laws, including those related to forced labour and human trafficking. We include contractual clauses requiring subcontractors to adhere to ethical recruitment practices and abide by applicable laws and regulations.

6. Periodic Review:

This Recruitment and Staffing Policy is subject to periodic review to ensure alignment with evolving legislation and best practices.

FHIND is dedicated to fostering a workplace free from discrimination, ensuring compliance with local laws, and upholding the principles of ethical recruitment and fair labour practices.