



RECRUITMENT POLICY - MANAGERS

Intent

The intent of a recruitment policy is to establish a set of guidelines and procedures that will enable The Authentic T-Shirt Company®/SanMar Canada (the **Company**) to attract and hire qualified candidates. The policy reflects the organization's values, culture, goals and is designed to ensure that the recruitment process is consistent, effective and streamlined.

The recruitment process is a series of steps to be taken in order to find, attract and hire new employees. The policy clearly defines the roles and responsibilities of those involved in the recruitment process.

The interview process promotes diversity and inclusivity, including commitment and ensuring equal opportunities for all candidates.

In the Recruitment Policy, the full-cycle recruitment process is as follows:

- Submitting a Hiring Requisition
- Reviewing the Job Description
- Posting the Job
- Reviewing Applicants
- Interviewing Process
- Extending the Job Offer
- Onboarding Process

Recruitment Process:

Recruitment at The Authentic T-Shirt Company®/SanMar Canada includes the following steps:

- 1. Submitting a Hiring Requisition:** Hiring managers are required to complete and submit a Hiring Requisition Form with Senior Management's approval to initiate the recruitment process. The Hiring Requisition **must** be completed in full prior to submission. Any missing information may result in unnecessary delays in the recruitment process.
- 2. Reviewing the Job Description:** Once the Hiring Requisition is signed, the Recruiter will review the current Job Description with the hiring manager to understand the requirements and expectations of the role. This includes defining the essential duties, responsibilities, and qualifications for the position.
- 3. Posting the Job:** The Recruiter will utilize multiple recruitment platforms to source candidates. This will include internal postings, job boards, and employee referrals.
- 4. Reviewing Applicants:** The Recruiter will review applicants and conduct phone screenings. Internal applicants who meet the job posting requirements are considered for an interview opportunity to promote growth and advancement at The Authentic T-Shirt Company®/SanMar Canada.
- 5. Interview Process:** The Recruiter will schedule an interview with the shortlisted candidates. While face-to-face interviews are preferable, we may conduct online interviews via Microsoft Teams. The hiring managers should avoid engaging with internal and external candidates until the interview process begins.

6. Extending the Job Offer: The successful/selected candidate is presented with a conditional offer letter contingent upon two professional references. Recruitment/screening may be paused during the reference check process.

The presence of the Recruiter is essential in all discussions pertaining to the offer of employment. The offer letter outlines the terms and conditions of employment, such as salary, benefits, and start date.

7. The Onboarding Process: The Human Resources Department will be in charge of the onboarding process with the new hire. The onboarding process helps new employees learn about our organization's culture, Company policies, and understand workplace expectations.

MANAGER ACKNOWLEDGEMENT

I have read and agree to the above requirements, have had them read to me carefully, and have had the opportunity to seek further clarification with respect to the **Recruitment Policy** and its terms. I understand all of its rules, policies, terms & conditions and agree to abide by them and any amendments that may be issued. I understand that this policy may be amended and adjusted as needed.

Manager Name (Please Print)

Date

Manager Signature

HR Representative Signature