



INTEGER WEALTH GLOBAL

POLICY DOCUMENT - 20220309/01

Staff and Personnel Onboarding

09 March 2022

Purpose

This policy outlines the procedures for onboarding new staff members at Integer Wealth Global and emphasizes the need for approval from key stakeholders.

Scope

This policy applies to all departments within Integer Wealth Global that require additional staff.

Approval Process for New Hires and Appointments

1. Identification of Staff Needs:
 - Any department seeking to hire new staff must first identify their staffing needs.
 - The department head or manager assesses workload, project requirements, and organizational goals.
2. Prospective Staff Consideration:
 - Once staffing needs are identified, the department initiates the search for prospective staff.
 - The hiring manager evaluates candidates based on qualifications, experience, and cultural fit.
3. Approach and Communication:
 - The hiring manager approaches potential candidates and communicates the job opportunity.
 - During this stage, the candidate's interest and availability are assessed.
4. Approval by Key Stakeholders:
 - Before extending an offer, the following approvals are required:
 - **Head of Human Resources:** Ensures alignment with company policies and workforce planning.
 - **Legal Department:** Reviews legal aspects (contracts, compliance, etc.).
 - **Chief Executive Officer (CEO) or Office of the CEO** (Ensures strategic alignment and resource allocation)
 - No valid offer can be made without these approvals.
5. Offer and Appointment:
 - Once approvals are obtained, the hiring manager extends the offer to the selected candidate.
 - Upon acceptance, the HR team completes the necessary paperwork for appointment.



6. Onboarding Process:

- The HR team initiates the onboarding process, including orientation, training, and necessary introductions.
- The new staff member receives information about company policies, benefits, and expectations.

Compliance and Accountability

- All departments must adhere to this policy to maintain consistency and transparency.
- Failure to obtain the required approvals may result in delays or reconsideration of the hiring decision