



Digitech Pro Internal Personnel Policy and Procedures: Background Verification Requirements

Introduction:

At Digitech Pro, we are committed to maintaining a safe, secure, and trustworthy environment for our employees, clients, and stakeholders. As a company providing IT and software solutions for the mining industry, it is essential that we uphold the highest standards of integrity and reliability. To achieve this, we have established a comprehensive background verification process for all prospective employees. This document outlines the policy and procedures for conducting background checks at Digitech Pro.

Policy Statement:

Digitech Pro requires all candidates for employment to undergo a background verification process to ensure they meet the company's standards for employment. This process is designed to verify the accuracy of the information provided by the candidate and to assess any potential risks associated with their employment.

Scope:

This policy applies to all prospective employees of Digitech Pro, including full-time, part-time, temporary, and contract positions.

Background Verification Process:

Authorization:

All candidates must sign a consent form authorizing Digitech Pro to conduct a background check as part of the hiring process.

Candidates will be informed of the types of information that will be collected and the purposes for which it will be used.

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Verification Components:

Identity Verification:

Confirming the candidate's identity through government-issued identification documents.

Employment History:

Verifying the candidate's previous employment, including positions held, duration of employment, and reasons for leaving.

Education Verification:

Confirming the candidate's educational qualifications and degrees.

Criminal Background Check:

Conducting a criminal history check to identify any past criminal activity.

Credit Check (if applicable):

Assessing the candidate's financial stability and responsibility, particularly for positions involving financial duties.

Professional References:

Contacting references provided by the candidate to validate their professional conduct and performance.

Procedure:

Initial Screening:

The HR department will conduct an initial review of the candidate's application and resume to identify any discrepancies or areas requiring further verification.

Request for Consent:

The candidate will be asked to complete and sign the background check consent form.

Engagement of Third-Party Service:

Digitech Pro will engage a reputable third-party background verification service to conduct the checks. The service will follow all legal and regulatory requirements for background checks.

Review of Results:

The HR department will review the results of the background check and assess any discrepancies or concerns. Any adverse findings will be evaluated in the context of the role and the potential risks to the company.

Decision Making:

Based on the background check results, the hiring manager and HR department will decide whether to proceed with the candidate's employment. Any decision to rescind a job offer will be communicated to the candidate promptly and professionally.

Confidentiality:

All information obtained during the background verification process will be treated as confidential and used solely for employment purposes.

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Digitech Pro will ensure that all data is stored securely and access is restricted to authorized personnel only.

Compliance:

The background verification process will comply with all applicable laws and regulations, including data protection and privacy laws. Candidates will be informed of their rights regarding the information collected and have the opportunity to dispute any inaccuracies.

Responsibilities:

HR Department:

Manage the background verification process.
Ensure compliance with legal and regulatory requirements.
Maintain confidentiality of all information obtained.
Communicate findings to the hiring manager and assist in decision-making.

Hiring Manager:

Collaborate with the HR department to review background check results.
Make informed hiring decisions based on the verification findings.

Review and Updates:

This policy will be reviewed annually and updated as necessary to ensure it remains effective and compliant with any changes in laws or regulations.

Approval:

This policy has been approved by the senior management of Digitech Pro and is effective as of [Effective Date].

Contact Information:

For any questions or further information regarding this policy, please contact the HR department at [HR Contact Information].

Signed:

Credo Unamaca
Managing Director
Digitech Pro (Pty) Ltd
24 August 2023

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