



## APSCA HIRING PRACTICES & EMPLOYMENT POLICY

APSCA supports transparency in our practices, including our recruitment and hiring processes. APSCA understands that with increased access to personal information online, job seekers must be treated with respect, honesty, and transparency during the recruitment process.

APSCA's goal is to attract top talent and benefit from positive retention rates to support APSCA's furtherance of the professionalization of social compliance audits from all angles.

All applicants are considered based on their qualifications and ability to perform the functions of the job effectively.

### 1. HIRING NEW EMPLOYEES

The President & CEO along with the relevant team lead, approves new hires. All personnel file changes are authorized by the President & CEO. New employees are required to complete and sign an employment application form.

The methods for which APSCA recruits and hires talent is multi-faceted, based on, (but not limited to) the following sources:

1. **LinkedIn**
2. **Recruitment Firms**
3. **University Interns**
4. **Training Organization**
5. **Referrals**
6. **Internal Promotions**

See Appendix A for additional information on each source.

## 2. TERMINATING EMPLOYEES

Terminations are approved by the President & CEO in consultation with the HR Committee, a subcommittee of the Executive Board. Terminations are communicated to the President & CEO who generates a personnel change form for processing by the Accounting Manager. Exit interviews are performed by the HR Committee.

## 3. PERSONNEL RECORDS MAINTENANCE

The President & CEO is responsible for maintaining all personnel-related files for each employee. This file should include copies of all important employee documents including copies of offer letters, salary and wage rate change forms, copy of injury reports (if any), employee leave records, and any personnel communications that may be exchanged during the term of employment.

All personnel file changes are authorized by the HR Committee. Any changes in payroll must have written documentation. Any salary changes are given once a year, at the end of the fiscal year, effective for the beginning of the following fiscal year. All salary reviews are authorized by the President & CEO. The President & CEO 's salary change is authorized and changed by the HR Committee. Salary change forms are kept in the employees' personnel files for record.

## 4. TIME REPORTING

Payroll is run on a monthly basis, generally paid on or before the 25th of the month.

## 5. PROCESSING AND RECORDING PAYROLL AND WITHHOLDINGS

All payroll functions are outsourced to QuickBooks Payroll. This includes processing employee payroll, calculating withholdings, calculating vacation and sick time available, remitting payroll and withholdings to proper persons and agencies, and filing the required Federal and State payroll forms. The President & CEO reports any salary changes, new hires, terminations, etc as applicable.

After the payroll is run for any given pay period, the President & CEO receives notification from QuickBooks Payroll confirming. The review process includes checking the entries for a sample of employees listed on the payroll register, a check for proper withholdings, and net payments, etc., to ensure accuracy. The QuickBooks Payroll System automatically enters the payroll information into the general ledger in QuickBooks. The Bookkeeper and accountant reviews all the entries, ensuring they are appropriate and accurate. The accountant reconciles the payroll information to the trial balance.

## 6. DISBURSING PAYROLL

Payroll reports are filed and retained within QuickBooks. There are no live pay checks generated.

## 7. SAFEGUARDS IMPLEMENTED

Prior to hiring, information provided by candidates on their CV, discussed during the interview process or provided after, is verified through APSCA's due diligence measures. The results will be applied to the final decision to engage the candidate for a position with ASPCA.

## 8. GLOBAL OPERATIONS

As a non-profit organization operating around the globe, APSCA recognizes that at times local or regional labor laws may vary. Contracts with specific employees will include and observe appropriate and applicable regional labor requirements.

## 9. WHAT APSCA OFFERS

APSCA offers a rewarding career for outstanding professionals, a collaborative and inclusive team culture. This includes flexible and agile work practices that focus on our people's well-being to drive innovation and entrepreneurship.

We believe diversity of thought, background and experience strengthens relationships and delivers meaningful benefits to our people, our clients, and communities. As part of our dedication to diversity, APSCA is an Equal Opportunity Employer. Individuals seeking employment at APSCA are considered without regard to race, ethnicity, color, age, sex, religion, national origin, ancestry, pregnancy, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, registered domestic partner status, caregiver status, marital status, veteran or military status, citizenship status, or any other legally protected category.

# Appendix A

## Hiring and Recruitment Source Details:

### **LinkedIn:**

Most advertising for full-time positions at APSCA occurs via job postings on LinkedIn. Responses received from potential candidates are reviewed for applicable traits, work experience, education, and general compatibility with APSCA's outlook, mission, and ability to aid with the professional advancement of social compliance auditing. Recruits are interviewed by APSCA Management and appropriate Stakeholders to determine the best selection during the hiring process.

### **Recruitment Firms:**

In addition to the pathway via online recruitment, at times, APSCA may find it necessary to engage recruitment firms. The recruitment firm's process will apply the same general standards of sourcing the best candidate for the position, with APSCA's strategic goals and mission in mind. The recruitment firm will engage Stakeholders and Board members, as needed, to aid in the selection and hiring process.

### **University Interns:**

Interns are not typically paid by APSCA, unless warranted by specific local labor laws. Interns engaged in this program historically work 6-8 hours a week and can use the work hours to build toward their degree.

APSCA has seen success in this program, where personnel have joined APSCA in a larger capacity as a full-time employee and are eligible, as all other personnel, for internal promotion based on work and educational experience.

### **Training organization:**

In the case of compensation for non-exempt employees, third party training organizations have been contacted to request support by way of subsidy of the wages whilst the employee completes a qualification.

### **Referrals:**

Referrals for open positions may come from other employees, Stakeholders, APSCA Board Members etc.

### **Internal promotions:**

Internal promotions may be offered to APSCA employees when the combination of their work experience and production and/or associated educational accomplishments surpass those required by their current position and they are able to offer enhanced support of APSCA's operational needs.