

## Safety Recruitment Policy

### I. PURPOSE

The school is committed to the care of our students, so it expects all collaborators and employees to share this commitment. The ITJ recognizes the need to ensure, as much as possible, the safety of our students when hiring responsible people who have the skills required for each position, including the skills to work with children and adolescents when appropriate.

It seeks to have a fair and safe recruitment and selection process, to attract the best candidates for each position.

### II. SCOPE

This policy is applicable for the recruitment and selection of any position within the school.

### III. GLOSSARY OF TERMS

**ITJ Employee.-** Person hired by Instituto Thomas Jefferson Valle Real S.C.

**Selection Panel.-** ITJ employees involved in the candidate selection process, to fill a vacancy within the school.

**Collaborator.-** Person hired by one of our suppliers and who provides his services within the school facilities and / or has contact with students on a regular and constant basis.

**ITJ vacancy -** budgeted position within the organizational structure of the Thomas Jefferson Valle Real S.C Institute that is open or available to be filled.

**Employer.-** Company responsible for hiring staff and complying with all legal obligations in labor matters.

**ITJ Operational Staff.-** Personnel hired by Instituto Thomas Jefferson Valle Real S.C who occupies any of the following positions: Cleaning Assistant and Maintenance Assistant.

### IV. ROLES AND RESPONSABILITIES

The areas responsible for enforcing this procedure are General Director, Section Director, Selection Panel and Human Resources Coordination.

The Human Resources Coordination must ensure that the school has effective and safe policies and procedures for the recruitment and selection of personnel. As well as, make sure that providers, with personnel within the school facilities, comply with this document.

The Selection Panel must ensure that the necessary tests and interviews are carried out during the recruitment and selection of personnel. The Selection Panel must provide complete and transparent information to the General Directorate, Section Directorate and Human Resources Coordination.

The General Direction, as far as possible, must interview the finalist candidate to occupy any position within the school, when this is not possible, this responsibility can be delegated to the corresponding Section Direction.

## Safety Recruitment Policy

The Human Resources Coordination must ensure that the documents required for the hiring are complete and delivered on time and in accordance with the provisions of the ITJ. In the event that any document or investigation with no criminal record is missing, the candidate may not be hired. The Human Resources Coordination must report the incident without delay to the Section Director and the Campus General Director.

### V. PROCESS

#### 1.- Publication of the ITJ vacancy

1.1 All ITJ vacancy announcements must include the following note, which will also be included on the website, in the job vacancy section:

***“Instituto Thomas Jefferson Valle Real and International Schools Partnership are committed to the well-being and protection of minors and adolescents. Finalist candidates to fill any of our vacancies will be subject to appropriate investigation procedures and a satisfactory criminal background investigation, or its equivalent, covering the last 10 years of employment history.”***

1.2 The vacancy publication must contain the profile and basic job description:

- a) Required minimum schooling
- b) Description of the required experience
- c) Special knowledge that needs to be demonstrated
- d) Main tasks and / or responsibilities of the position
- e) Working hours
- f) Contact details or method to send the candidate information

#### 2.- Reception of Curriculum

2.1 Once the vacancy announcement has been published, the CV of the interested candidates is received, through the job exchange websites and through the Human Resources job exchange email address: [hr@itjvallereal.edu.mx](mailto:hr@itjvallereal.edu.mx)

2.2 Human Resources manages the curriculum to be reviewed by the selection panel

#### 3.- Identification of the Selection Panel

3.1 The Selection Panel members successfully completed the “Safe Recruitment for International Schools” training.

#### 4.- Pre-selection of candidates

4.1 Once the curriculum is received, the candidates will be pre-selected based on the required profile. A list of at least three of them must be chosen.

4.2 They must fill out the Employment Application Form completely in the initial interview

## Safety Recruitment Policy

4.4 The CV does not replace the job application, which must be fully completed.

### **5.- References**

5.1 Once the job references are received, Human Resources or a member of the selection panel, must request two job references, according to the data indicated by the candidate in the job application form.

5.2 One of the two references must be from the last job, or from the current job, if the candidate is working.

5.3 If the candidate has had other jobs where he has worked with children, it is important to request references from those employers.

5.4 The reference contacts must be the immediate boss or line manager, or the Human Resources department of the companies where the candidate has worked. The references of colleagues or people who only know the candidate personally, will be taken as a personal recommendation letter.

5.5 Labor References a member of the selection panel will contact the person by telephone and fill in the aforementioned form with his hand and letter, placing his name and signature at the end of it.

5.6 When it is not possible to obtain the reference of the contacts that the candidate indicated in the Employment Application form, other previous employers should be contacted.

5.7 To the extent possible, job references will be requested prior to the initial interview.

5.8 At this stage, the pre-selected candidates will also be asked to process their Non-Criminal History records from the countries in which they have worked more than 6 months, during the last 10 years, so that they can be delivered in the following stages of the process.

### **6.- Initial Interview**

6.1 The initial interview with the candidate must be carried out by one of the members of the Selection Panel:

6.2 In the initial interview the candidate will be asked to:

- a) Explain any discrepancy of dates in the jobs declared in your application
- b) Explain satisfactorily any anomaly or discrepancy in the information available to the Selection Panel
- c) Clarify or provide more information about your previous jobs
- d) Demonstrate your ability to promote and protect the well-being of minors and adolescents
- e) Demonstrate your ability and willingness to promote the core values of the school

### Safety Recruitment Policy

- f) Submit the original documents that prove your non-criminal background investigation
- g) Sign the job application

6.3 As far as possible, the interviews should be face-to-face. When this is not possible, the first interview may be virtual, followed by a face-to-face interview scheduled later.

6.4 During the initial interview, the interviewer should take as a basis the questions contained in the Initial Interview Guide format and should record in this document, their comments and observations.

6.5 All appointments after the initial interview should be carried out only if the candidate has already submitted their non-criminal background check of the countries in which they have worked for a period of more than 6 months, during the last 10 years and if your written references have been satisfactory.

## 7.- Other Selection techniques

7.1 Some other selection techniques should be included, such as sample classes or Presentations, evaluation of technical knowledge and psychometric evaluation.

7.2 During the application of selection techniques, the candidate must always be supervised by at least one member of the Selection Panel.

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## 8.- Employment record of the new ITJ employee

8.1 The Section Management must inform the Human Resources Coordinator of the name of the finalist candidate to fill the position. The candidate must complete and deliver the following documents in this first phase:

- a) Employment Application Form duly completed and signed
- b) Initial Interview Guide
- c) Psychometric evaluation report
- d) Psychometric tests
- e) Letters of recommendation / Labor Reference Formats
- f) Original of the Non-Criminal Record letter from the State of Jalisco or the State where he has lived for the last 6 months.
- g) If you have worked for more than 6 months abroad, you must submit a non-criminal record of the country or countries where you have worked for the last 10 years

### Safety Recruitment Policy

h) Registration Form filled out and signed by the Section Management

8.2 The Human Resources Coordination requests and receives the documentation mentioned below, from the candidate to complete the work file:

a) Curriculum

b) Immigration Form with permission to work in Mexico (in case the candidate is a foreigner)

c) Birth certificate

d) INE or passport in the case of foreigners.

e) Proof of address (receipt of water, electricity or Telmex dated no more than 60 days at the time of contracting)

f) CURP

g) RFC with homoclave

h) Official IMSS document, where the social security number is visible.

i) Proof of studies from bachelors or special education.

j) Aviso de retención de INFONAVIT o mentioning that you do not have this credit.

### 9.- Job Offer

9.1 The Human Resources Coordination will schedule the appointment with the candidate, for the delivery of documents and the formal offer of the position.

The formal offer of the position must be made once the Section Director has delivered to the Human Resources Coordination the Employee Registration Form, together with all the documents indicated in point 8.1.

9.2 The Human Resources Coordination will offer the job to the candidate and, if accepted, will ask them to sign the Employee Registration Form.

9.3 If the Candidate does not deliver the complete documentation, the Human Resources Coordination notifies the employee and the Section Management that the process cannot continue until the candidate does not deliver the missing documents.

9.4 The formal offer of the position and the first working day will be subject to the completion of all the controls and procedures in a satisfactory manner.

9.5 In this appointment, the candidate must also be asked to read the Personal Data Privacy Notice and ask them to sign each of the sheets in said document. This writing includes your employment record.

### Safety Recruitment Policy

9.6 The Human Resources Coordination will request the signature of the General Directorate in the Registration Form and will proceed to assemble the labor file.

## 10.- Employee Registration

10.1 The Human Resources Coordination must send the electronic file of the new employee and request the discharge to the corporate payroll department.

10.2 The Human Resources Coordination requests the registration of the email of the new employee through ITJ.

10.3 The Human Resources Coordination must notify the Section Management of the registration date, institutional email and employee number.

10.4 The Human Resources Coordination must register the new employee in the online training platform (teaching and administrative staff) and must send mail to the new employee, with instructions for the training of "Protection of Minors".

## 11.- Start of the Induction Process during the first business day

11.1 On the first business day of the new ITJ employee, the following information must be given to them, so that they can read it and, where appropriate, sign it:

- a) Employee Manual of the current cycle
- b) Institutional email and password.
- c) Fingerprint recording and instructions to check inputs and outputs in the biometric system
- d) Safeguarding document.
- e) Instructions on how to complete the online training course "Child Protection" (admin and teaching staff)
- f) Employee ID
- g) ID Tag for automobile
- h) Tour around the school

### 11.2 Training "Child Protection"

11.2.1 The online course on "Child Protection" must be completed on the date of the employee's admission. You must deliver your certificate of completion of the course to the Human Resources Coordination.

11.2.2 In the case of ITJ operating personnel, they must be scheduled for the "Child Protection" course, in person, in the first week of admission. The record that will verify attendance to the course is the exam that must be answered at the end of the session, which will be integrated into your file.

### Safety Recruitment Policy

11.3 From the second business day, the new ITJ employee may continue with the Induction Procedure that includes induction to the position and to the section, administrative induction and Institutional induction. For more information about the next steps of the Induction process, please consult the Induction Procedure.

### **12.- Contract signature, Payroll debit card and Grocery electronic card.**

12.1 The Human Resources Coordination will schedule the signing of the employment contract and delivery of the payroll card and pantry voucher card to the new ITJ employee, during the first 15 days following the date of admission.

### **13.- Entry and training of supplier employees (collaborators)**

13.1 In the case of external collaborators who provide a service within the school facilities and / or within their functions have contact with students, Human Resources must request a copy of the collaborator's file from the corresponding provider. Said file must contain a copy of the following documents:

- a) Registration to the IMSS
- b) Application for Employment movies
- d) Non-Criminal Record Letter of no more than 3 years

13.3 The collaborator may provide his service at the school, once his employer has delivered the documentation.

13.4 The Human Resources Coordination must program the collaborator to the "Protection of Minors" course, in person during the first week of service at the school. The record that will verify attendance to the course is the exam that you must answer at the end of the session, which will be integrated into your file.

13.6 The collaborator's employer is responsible for carrying out his own induction process.

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