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Local Employment System (LES)

 **BUENAVENTURA**

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PARTICIPANTS			SIGNATURE	DATE
APPROVED BY		UNIT MANAGEMENT (CMBSAA)		
REVIEWED BY		HUMAN RESOURCES (CMBSAA)		
		COMMUNITY RELATIONS (CMBSAA)		
MADE BY				

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1. OBJECTIVE

The objective of this procedure is to determine the applicable standards to promote the priority for the hiring of workers from the surrounding communities, whether for qualified or unqualified labor, in accordance with the Human Resources (HR) and Community Relations (CCRR) policies of Compañía de Minas Buenaventura SAA (BVN), guaranteeing a fair and coordinated contracting process between companies, contractors and communities in the area of influence.

2. SCOPE

This procedure for the Local Employment System (LES) must be applied by all areas of BVN, as well as by specialized or related companies. CCRR will serve as a link between the community and the company, actively participating as support to the process and must comply with the points mentioned herein.

3. PARTICIPANTS OF THE LES

Participate directly or indirectly in the LES:

- Unit Manager
- Human Resources Superintendence
- Superintendence of Community Relations
- Ruwana (Through the Job Board)
- Heads of BVN Area
- User Companies (Mining Contractors / Related)
- Communities

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4. DEFINITIONS

Head of Requesting Area: Any person in charge of an area or Project where there is the need to recruit staff.

Requesting Area: It is the Area where the need arises to cover a vacancy, and which generates the staff requirement.

Applicant: It is the community member duly registered (or with the documentation that certifies) or non-community member with the minimum skills required in accordance with the profile of the position to be filled.

Community member: It is any person of legal age who is affiliated to the register of any Community of our surrounding area, declared before Public Registries by the Communal Register.

User Company (Mining Contractor / Related): It is the company that carries out specialized activities or works in the mining Unit.

Ruwana: It is the company responsible for the facilitation of the LES and the evaluation and personnel selection.

Community: It is represented by the Community Board or the Labor Commission.

5. PROCEDURE

Step 1. The User Company (UC) needs to fill a vacancy.

Step 2. The UC sends the Personnel Request with the job requirements in accordance with the current list of current profiles in the appropriate format, with the approval of the UC, the relevant Area Manager and the Cost Area.

Step 3. The request will be left at Ruwana to be coded. If the request is for a laborer, it will go through CBT; otherwise, it will be released:

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CBT SELECTION:

Step 4. Ruwana will send the coded request (Laborer) via CBT to Social Affairs (SA).

Step 5. SA will send the request to the community via an official letter to begin the application process, which will take up to 12 days.

Step 6. After 12 days, SA will receive the response to the official letter with the physical CVs.

Step 7. SA will deliver the physical CVs and the official letter to Ruwana's offices.

Step 8. Ruwana will proceed with the respective filters of community applicants:

- Compliance with job profile.
- Background (Control Center, Security check, and blacklist)

Step 9. Ruwana will issue the list of applicants to the User Company, requesting the scheduling of interviews.

Step 10. The User Company will schedule the corresponding interviews 24 hours in advance.

Step 11. Ruwana will notify applicants of the date, time, and place of the interview.

Step 12. At the end of the interview, the User Company must send Ruwana the duly completed Evaluation Form and the selected candidate(s).

Step 13. The User Company will send the selected candidates via email.

Step 14. Ruwana records and sends the results to the Human Resources and Social Affairs Superintendencies, if positive.

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SELECTION RELEASED:

Step 4. The User Company will submit the CVs of the candidates to Ruwana.

Step 5. Ruwana will proceed with the respective filters of community applicants:

- Compliance with job profile.
- Background (Control Center, Security check, and blacklist)

Step 9. Ruwana will issue the results to the User Company. If positive, the candidate shall continue with their affiliation process.

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6. ANNEXES:

Annex 1: Personnel Requirement Form.

Annex 2: Job Profile Format.

Annex 3: Flowchart of the Process.

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ANNEX 1

LOGO DE EMPRESA	REQUERIMIENTO DE PERSONAL	N°
1. SOLICITUD DE PERSONAL : VALIDACION DE REQUERIMIENTO		
De: Administrador DE LA ECM A: Superintendencia del Area Usuaría - CIA FECHA: 3/10/2018		
2. CARACTERISTICAS DE LA VACANTE		
MODALIDAD: ☐ AFILIACION NORMAL ☐ PLANILLA LIMA ☐ SUBCONTRATA _____ PUESTO: _____ CATEGORIA: ☐ OBRERO NO CALIFICADO ☐ OBRERO CALIFICADO ☐ EMPLEADO MOTIVO: ☐ Nueva Vacante: Especifica _____ ☐ Reemplazo: _____ RESUMEN DE FUNCIONES _____ _____ _____		
3. REQUISITOS MINIMOS		
Educación: _____ Conocimientos: _____ Experiencia: _____ Especialización: _____ Edades: _____ Vacantes Solicitada _____		
4. CONDICIONES		
Sistema de Trabajo _____		Remuneración _____
Tipo de Contrato _____		Duración _____
5. AUTORIZACIONES (FIRMA Y SELLO)		
_____ REPRESENTANTE DE LA ECM V°B° SUPERINTENDENCIA DEL AREA USUARIA REPRESENTANTE AREA COSTOS		

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ANNEX 2

<u>DESCRIPCIÓN DE PUESTOS</u>	
La presente Descripción de Puesto brinda una guía general para el adecuado desempeño del puesto. No es una lista específica y definitiva de tareas que deban ser necesariamente realizadas por el ocupante, pueden variar en el tiempo de acuerdo a la necesidad del negocio.	
Información Básica	
Nombre de la Posición Ocupantes del Puesto Área usuaria UM Ubicación Fecha Versión	
Niveles Relacionales	
Puesto al que Reporta	
Función del puesto	
Descripción del puesto Responsabilidades	
Perfil Profesional	
Edad	
Formación	
Experiencia	
Especialización	
Conocimientos específicos	
Aprobado por	
Nombre Puesto	
Firma	
Fecha	

