REDEEMERS HEALTH VILLAGE

Human Resources Department

REHIRE POLICY

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Relevant Standards

- Labour Act of Nigeria (Cap L1 LFN 2004)
- RHV Recruitment & Selection Policy (HR-POL-006)
- RHV Background Check Policy (HR-POL-001)
- RHV Separation & Offboarding Policy (HR-POL-007)
- RHV Disciplinary Action Policy (HR-POL-005)
- RHV Compensation Policy (HR-POL-003)
- Nigeria Data Protection Act (NDPA) 2023

Amendment History

Issue	Status	Date	Reason for Change	Authorised
1	Draft	May 27, 2025	New Policy Implementation	
2	Final	April 28, 2026	Board Submission Revision — Substantive Expansion	CHRO/CEO
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1. Introduction

Redeemers Health Village (RHV) recognises that some of the best talent available to us is found in our own alumni, former employees who left in good standing and who have continued to grow their skills, experience, and perspectives outside of RHV. At the same time, re-engaging a former employee carries specific considerations that a standard recruitment decision does not: prior conduct, exit circumstances, the terms on which the employee left, and what has changed in the individual and in RHV since their departure.

This policy provides a clear, transparent, and consistently applied framework for evaluating and managing all applications for re-employment at RHV. It ensures that rehire decisions serve both institutional interests and the principles of fairness, merit, and good governance.

2. Purpose

- Establish consistent criteria for assessing the eligibility of former employees for re-employment.
- Define the conditions, process, and approval requirements applicable to all rehire decisions.
- Ensure that prior employment history including performance, conduct, and exit circumstances is appropriately considered in recruitment decisions.
- Protect RHV from the risks associated with rehiring individuals who departed in circumstances that reflect poorly on their suitability for re-engagement.
- Create a fair, merit-based, and documented basis for all rehire decisions that can withstand scrutiny.

3. Scope

This policy applies to all former employees of RHV — full-time, part-time, contract, and locum staff — who apply for re-employment in any capacity. It applies equally to applications for permanent positions, fixed-term contracts, temporary roles, and locum or sessional engagement. It also applies to the engagement through an agency of a former employee whose previous departure from RHV falls within the provisions of this policy. Hiring managers and the HR Department are jointly responsible for applying this policy to every rehire application.

4. Categories of Former Employees

For the purposes of this policy, all former RHV employees are categorised at the point of their departure as one of the following, based on the exit documentation held on their personnel file:

Category A — Eligible for Rehire

Former employees who: resigned voluntarily with proper notice, fulfilling all exit obligations; retired from RHV; reached the end of a fixed-term or contract engagement without adverse circumstances; or were made redundant through no fault of their own. Category A former employees may be considered for re-employment through the standard recruitment process, subject to the eligibility conditions in Section 5.

Category B — Conditionally Eligible — CHRO and CEO Approval Required

Former employees whose departure circumstances require specific senior scrutiny before re-employment is considered. This category includes individuals who: resigned or left during an active disciplinary investigation that did not result in a formal finding; had an unsatisfactory performance record at RHV that was formally documented but did not result in termination; resigned without completing the full contractual notice period; or departed in circumstances that raised concerns but did not formally preclude re-employment. Re-engagement of Category B former employees requires the written approval of both the CHRO and the CEO, following a documented review of the individual's personnel file. Such approval is not automatic and may be withheld.

Category C — Not Eligible for Rehire

Former employees who are permanently ineligible for re-employment at RHV, absent exceptional and documented Board-approved circumstances. This category includes individuals who: were summarily dismissed for gross misconduct; were terminated following a finding of serious misconduct (e.g., patient harm, fraud, theft, sexual misconduct, falsification of records); resigned while under active investigation for gross misconduct and where the investigation was subsequently completed and a finding of gross misconduct was made; have an unresolved financial liability to RHV (e.g., an unrepaid salary advance or outstanding property return); or were reported to a professional regulatory body by RHV for fitness-to-practise concerns.

A former employee in Category C may apply for re-employment only if they obtain prior written approval from the Board of Directors. The Board's decision is final.

5. Eligibility Conditions — Category A Applicants

Eligibility for rehire under Category A is subject to all of the following conditions being met at the time of the new application:

- The former employee completed all exit obligations at the time of their departure from RHV including return of all property, completion of handover, clearance from Finance, and no outstanding financial liabilities to RHV.
- There is no unresolved disciplinary record relating to the former employee's tenure at RHV that was not formally closed before their departure.
- The former employee's last performance rating on record was at least 'Meets Expectations' (Rating 3 or above) under RHV's performance rating scale. Former employees who left before a formal performance management framework was in place will be assessed on the basis of their line manager's documented assessment at the time of departure.
- A minimum break in service of three (3) calendar months has elapsed between the former employee's last day at RHV and the date of their new application, unless waived in writing by the CHRO on documented operational grounds.
- The former employee's professional registration is current and in good standing with the relevant regulatory body (for clinical roles).

6. Application and Recruitment Process

6.1 Standard Recruitment Process

All former employees, regardless of category must apply for re-employment through RHV's standard open recruitment process, as governed by the Recruitment and Selection Policy. A former employee's prior relationship with RHV confers no advantage in the selection process and is not a substitute for competitive assessment. Former employees must meet the current person specification for the role being applied for.

6.2 Disclosure of Prior Employment

All applicants who are former RHV employees must disclose their prior employment with RHV in their application, including: the role(s) held; the period of employment; and the reason for leaving. Failure to disclose prior RHV employment or deliberate misrepresentation of the circumstances of departure will result in immediate disqualification from the current application and may result in termination if the misrepresentation is discovered after appointment.

6.3 Personnel File Review

Upon receipt of an application from a former employee, HR retrieves and reviews the applicant's complete personnel file before any selection decision is made. The review assesses: exit category (A, B, or C); last performance rating and any documented performance concerns; disciplinary history including any warnings, investigations, or hearings, whether or not a formal sanction was imposed; exit interview record and reason for departure; and any financial liabilities to RHV at the time of departure. The personnel file review is documented and retained as part of the recruitment record for the application.

6.4 Reference from Previous Line Manager

In addition to the standard reference checks required under HR-POL-001, the hiring manager must consult with the applicant's most recent RHV line manager (where still employed at RHV) as part of the rehire assessment. This consultation is separate from the formal reference check process and is intended to provide the hiring manager with direct operational context about the applicant's past performance and working relationship. The consultation is documented and retained on the recruitment file.

7. Employment Terms on Rehire

7.1 Fresh Employment

Rehire constitutes a fresh employment relationship. A rehired employee begins a new probationary period of twelve (12) months in accordance with the RHV Probationary Period Policy, regardless of their previous length of service, unless the CHRO expressly waives the probationary requirement in writing on documented grounds.

7.2 Salary and Grade

Salary and grade on rehire are determined in accordance with the RHV Compensation Policy and the approved salary range for the role being filled. Previous salary at RHV does not guarantee equivalent or higher placement on rehire. The rehired employee's compensation is benchmarked to the current market and internal equity position for the role.

7.3 Benefits and Entitlements

Benefit entitlements on rehire follow the standard terms applicable to the grade of the new role. Previous tenure at RHV does not carry over for the purposes of leave accrual, salary advance eligibility, or any other service-length-linked benefit, unless the CHRO expressly approves continuity of prior service in writing.

7.4 Pension

Pension arrangements on rehire are managed in accordance with the Pension Reform Act 2014. The rehired employee resumes pension contributions under their existing Retirement Savings Account (RSA), unless they have elected a new arrangement in the intervening period. HR coordinates with Finance to ensure correct pension setup before the employee's first payroll.

7.5 Annual Leave

Annual leave entitlement commences in accordance with the standard provisions of the RHV Leave. No annual leave accrues during the new probationary period.

8. Approval Authority

The following approval requirements apply to all rehire decisions, in addition to the standard recruitment approval process:

- Category A — Eligible for Rehire: Approval by the hiring manager and the CHRO, following the personnel file review. The hiring manager may not approve a rehire unilaterally.
- Category B — Conditionally Eligible: Joint written approval from the CHRO and the CEO, following a documented review of the personnel file. No recruitment process may proceed for a Category B applicant until written approval is obtained.
- Category C — Not Eligible: Written approval from the Board of Directors, following a formal recommendation from the CHRO and CEO. No recruitment process may proceed for a Category C applicant without Board approval.

9. Record-Keeping and Data Protection

All personnel file information used in the rehire assessment is handled in strict accordance with the Nigeria Data Protection Act 2023 and the RHV Data Protection & Privacy Policy (HR-POL-024). Personnel file records are retained for a minimum of seven (7) years following the end of the former employee's most recent employment. Applicants who are unsuccessful in a rehire application are informed of the outcome in writing. Where the application was declined on the basis of exit category, HR informs the applicant of this in general terms without disclosing specific confidential file contents.

10. Abuse of This Policy

Any hiring manager who attempts to circumvent this policy including by engaging a Category C former employee through a third-party arrangement to avoid the rehire approval requirements will be subject to formal disciplinary action.

11. Roles and Responsibilities

HR Department

Administer the rehire assessment process; retrieve and review personnel files; document all assessments; coordinate approvals; ensure compliance with this policy for every application from a former employee; maintain the category classification of all departed employees.

Hiring Managers

Disclose to HR at the earliest opportunity when a shortlisted candidate is a former RHV employee; consult with the previous line manager as required; comply with the approval requirements of this policy before making any selection decision.

CHRO

Approve Category A rehires; jointly approve Category B rehires with the CEO; recommend Category C cases to the Board; maintain oversight of rehire decisions across RHV.

CEO

Jointly approve Category B rehires; recommend Category C cases to the Board with the CHRO.

Board of Directors

Approve Category C rehire applications following recommendation from the CHRO and CEO; receive annual reporting on rehire decisions as part of the workforce governance report.

12. Monitoring and Review

HR maintains a Rehire Register recording all applications from former employees, their category classification, the outcome of the application, and the approval obtained. The register is reviewed quarterly by the CHRO. An anonymised summary of rehire activity including volumes, categories, and outcomes is included in the annual HR governance report to the Board. This policy is reviewed annually by the CHRO.