

Human resources - Due Diligence Information questionnaire

The information requested in this document is of a confidential nature and therefore should be communicated or transmitted via methods and protocols appropriate for correspondences classified as "confidential".

The information requirement as described below is primarily related to staff and contractors associated with ICT infrastructure. If the requested information is not available for ICT infrastructure specifically, the applicable generic material would be acceptable. Follow up with additional queries for better clarity might be required. In the column contact details, please provide the full name and preferred contact numbers of the appropriate person within the Organization.

#	Information Required	Contact Details
1	<p>Organization Structure and Position Descriptions:</p> <p>Please provide copies of the current ICT infrastructure organization structure identifying the positions that are proposed to transfer to the new entity. Please provide the corresponding up to date position descriptions (PD) of the positions in the organization structure.</p>	
2	<p>Position – Staff (Contractor) matrix:</p> <p>Please provide a document that shows the positions currently occupied by staff and contractors and indicate the vacant positions. This may be presented as a table that is based on the hierarchy in the organization structure referred to in Request # 1.</p>	
3	<p>Terms of conditions of employment:</p> <p>Please provide all current terms and conditions of employment including:</p> <ul style="list-style-type: none"> • Standard conditions of employment. • Any non-standard conditions of employment such as reduced days, additional leave, privileges. Etc. 	
4	<p>Staff performance management details:</p> <p>Please provide the following details for all staff and contractors:</p> <ul style="list-style-type: none"> • Performance management objectives for current year. • Specific KPIs. • Details of any performance linked remuneration. • Details of any existing under performance and corrective actions. • Details of any disputes WRT to performance agreements and/or assessment. 	

#	Information Required	Contact Details
5	<p>Staff training plan:</p> <p>Please provide the following details for all staff and contractors (if applicable):</p> <ul style="list-style-type: none"> • Training and development plan for the current FY and the next if applicable. • The estimated costs and time (days off from work) of the training curriculum. • The training service provider (if known). • Training fees already paid or committed and any cancellation penalties. • Please indicate which elements of the plan have already been completed. 	
6	<p>Contractor agreements:</p> <ol style="list-style-type: none"> 1. Please provide copies of all current Contractor agreements. If there are master agreements, please include copies of the master agreements. 2. Please indicate if there are any Contractor agreements that are outside the standard Corporate contracts? If so, please additionally provide the details of any special provisions including but not limited to the following: <ul style="list-style-type: none"> • Any obligations or rights to renew the contracts; if elected by the contractor or the Organization. • Please indicate if the agreement is fixed price, governed by special completion criteria or have incentives attached for performance. 	
7	<p>Staff (contractor) and skills matrix:</p> <p>Please provide a matrix that shows the core skills required to manage the ICT infrastructure services and how the skills-requirements are met with the current staff (contractor) population. If any skills are inadequately or not met, please indicate this on the matrix.</p>	