

## HIRING POLICY

### Policy

Efforts shall be made to adhere to appropriate and legal hiring and termination practices. Established procedures will be followed to fill vacancies within various departments of the Bank. It is the Bank's policy to fill vacancies with the most competent person available, either presently employed or newly hired. The Bank's policy in regard to employment of relatives is outlined in detail on page 10 following this Hiring Policy and Procedures. Before hiring anyone to fill an existing vacancy, management will give thorough consideration to the promotional status of the employees presently assigned to the staff.

The Bank hires individuals who are qualified or trainable for employment as determined by the Bank standards on education, experience, aptitude and character. All decisions regarding the recruitment, selection and placement of employees are made solely on the basis of job related criteria. Every effort will be made to hire new employees for positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth. All applicants are processed and evaluated in accordance with those standards and current staffing needs, without discrimination as to race, color, religion, creed, sex, age, national origin, disability, or veteran status.

It is the policy of Oconee State Bank to consider hiring qualified disabled persons if they can perform the primary job duties with reasonable accommodations. In no event shall the hiring of an employee be considered as creating a contractual relationship between the employee and the Bank; and unless otherwise provided in writing, such relationship shall be defined as: "employment at will," where either party, with appropriate notice, may dissolve the relationship.

As part of the hiring process, the Bank will obtain a consumer credit report as well as an investigation of any criminal, dishonest, or fraudulent activity. Information obtained in the credit report will be used to establish the creditworthiness of the applicant. An applicant with a criminal record may not be hired. The nature and circumstances of the conviction will be considered in relation to the position under consideration. If such activity is discovered after employment, such employee shall be subject to immediate suspension and possible discharge pending further internal investigation by the Bank. Any director, officer, and/or employee of the Bank who becomes aware of criminal or dishonest activity of another, shall report such knowledge to senior management for appropriate action.

To ensure fairness and to identify employees of the Bank who have an interest in, and the qualifications for, various positions within the Bank, the Bank employs a job posting procedure. Employees will be notified that certain jobs are open and that applications may be submitted.