



ETHICAL HIRING POLICY

1. Purpose

This policy ensures that all recruitment and hiring practices are conducted ethically, transparently, and in compliance with applicable labour laws, human rights standards, and organizational values.

2. Scope

This policy applies to:

- All employees involved in recruitment and selection.
- All candidates applying for employment.
- Contractors, consultants, and third-party recruitment agencies engaged by the company.

3. Policy Statement

The organization is committed to fair and equal hiring practices, based on merit, qualifications, and skills. Discrimination, child labour, forced labour, and unethical recruitment practices are strictly prohibited.

4. Ethical Hiring Principles

1. Non-Discrimination

- No candidate shall be discriminated against based on caste, religion, gender, age, marital status, sexual orientation, disability, nationality, or any other protected category.

2. Transparency

- Job roles, descriptions, and selection criteria must be clearly communicated to candidates.
- All candidates shall be informed of the recruitment process and timelines.

3. No Child or Forced Labour

- The company shall not employ anyone below the **legal minimum working age**.
- No candidate shall be subjected to bonded, forced, or trafficked labour.



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4. Fair Recruitment Practices

- Candidates shall not be charged **any recruitment fees**.
- Identity documents (Passports, Aadhaar, etc.) shall not be withheld.
- All employment contracts shall be provided in a language the candidate understands.

5. Equal Opportunity

- Selection will be based solely on merit, skills, and organizational requirements.
- Reasonable accommodation shall be provided for candidates with disabilities.

6. Privacy & Confidentiality

- Candidate data shall be handled confidentially and in compliance with data protection laws.

7. Third-Party Recruiters

- Agencies and consultants engaged must adhere to this policy and international labour standards.

5. Implementation

- **HR Department:** Responsible for ensuring compliance during recruitment.
- **Hiring Managers:** Must follow fair evaluation and selection processes.
- **Recruitment Agencies:** Must sign a compliance declaration with this policy.

6. Monitoring & Reporting

- Regular audits will be conducted on recruitment practices.
- Grievance mechanisms will be available for candidates to report unethical hiring practices without retaliation.



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7. References

This policy aligns with:

- **Indian Labour Codes & Factories Act, 1948.**
- **Equal Remuneration Act, 1976.**

8. Review

This policy will be reviewed every **2 years** or earlier if required by law.

Reviewed By
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AGM-HR

Approved By
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