

RECRUITMENT POLICY & PROCEDURE

Policy

The recruitment policy of Veer-O-Metals Pvt.Ltd (VOM) is formulated to fulfil the manpower requirements and the needs of the company by attracting applicants with the relevant qualifications, abilities, skills, competencies and experience. It ensures that, the most suitable person for the job is selected.

This policy standard provides a framework for the recruitment procedure. The policy standard has been developed with the aim of ensuring that all recruitment shall be carried out in a fair and open manner.

The applicants shall not receive less favourable treatment because of their race, sex, religion/belief, disability, marital status, gender identity/ expression or political belief.

All recruitment shall be in compliance with legislation and good employment practice.

Responsibility and Authority

The Recruitment Policy standard is issued under the authority of the MD/Director of Veer-O-Metals Pvt. Ltd. Responsibility for implementation and monitoring of this policy standard lies with the Management, HR Department and Departmental Head.

The Human Resources department shall be responsible for reviewing the policy standard and ensuring that it is kept up to date with changes in legislation / management strategy, as and when required.

Recruitment Levels:

Recruitment shall be carried out at the following levels:

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- i. **Staff** (which shall include Vice President, Managers, Engineers, Officers, Administrative and Support Staff.)
- ii. **Workman** (which shall include company employment workmen, contracted workers, and Apprentices).

Categories of employees:

The employees shall be broadly categorised into one of the following:

Staff:

An individual engaged on the company's roll for a nominated time. The individual receives all the company benefits as per the labour laws. The initial period of employment would normally be twelve months. Based on the employee's performance the contract is extended for a longer duration.

Contracted Employee:

An individual engaged by an contracted employment agency for a fixed period of time to perform specific task.

Employment of all contracted employees will be handled through contracted employment agencies which shall be required to comply with the Company's standard pre-employment requirements as specified from time to time. The Terms & conditions of employment for contracted employees shall be determined by the contracted agency and must comply with the statutory labour law requirements.

Workmen:

As per Industrial dispute Act 1947 "workman" means any person (including an apprentice) employed in any industry to do any manual, unskilled, skilled, technical, operational, clerical or supervisory work, but does not include who is employed mainly in a managerial or administrative capacity; or who, being employed in a supervisory capacity or exercises, either by the nature of the duties attached to the

office or by reason of the powers vested in him, functions mainly of a managerial nature.

Recruitment Process & Procedure

We shall be centralizing the recruitments from Veer-O-Metals (EOU) Makali Unit for streamlining the recruitments functions like centralized structure which will result in uniformity and shall reduce time for decision making.

The recruitment procedure has been implemented for standardization and to discover source of manpower to meet the requirement of staffing schedule and to employ effective measures for attracting that manpower in adequate numbers to facilitate effective selection of an efficient work force.

The process shall be applicable for all company employment and for all staff level recruitments (including contract). Contract workmen shall be excluded from this process.

Internal Promotion/ Manpower Plan/Transfer Opportunities

A department may fill a vacancy by promoting or transferring an employee within the occupational unit by posting the position only within the occupational unit.

In order to optimize human resources utilization and to maintain cost effectiveness, stringent manpower control should be exercised. Recruitment should only be carried out in accordance with the bases of operational needs and approved manpower plan.

Whenever an employee leaves Veer-O-Metals, the Head of Department should assess the manpower of his Division/ Department to see if a replacement is necessary. Where a replacement is required, internal transfer or promotion should be considered before pursuing external requirement.

Recruitment Process

Veer-O-Metals Pvt. Ltd adheres to a rigorous 6-stage recruitment process mentioned below.

1. Requirement Requisition- the Head of Department (HOD) will give a requisition to the HR Department for the desired position (staff or operator) to be fulfilled, duly authorized by the Senior Management in Manpower Requisition format available at HR Department. The Departmental Head will prepare a job description, clearly highlighting the duties and responsibilities of the role and the relevant experience, qualifications and skills necessary to carry out the role and also mention the unit where the candidate need to be deployed.

2. Selection of source - After receiving the intent, the HR department shall forward the request to the corporate recruitment team at Veer-O-Metals Makali unit who uses the sources mentioned below for collection of the applicants CV's. .

- i. Current Employee Referrals within the organisation.
- ii. Job Consultants and Agencies
- iii. Job Hunt portals
- iv. Media Advertising
- v. Human Resource files (from HR database.)
- vi. University, Colleges and training institutes.

3.Screening-The HR departmental Head will review the CV's and short list the applicants that are found to be most suitable for the job after discussing with the Department Head / Division who have identified the vacancy and the selected candidates are then called for an interview/test by the recruitment co-ordinator.

4 Interview/Test-The interviews/tests will be conducted jointly by the HR Dept and the respective HOD or a Senior Management Representative. The interviews/tests shall consist of two rounds viz. technical and HR.

Tests requiring demonstration of practical skills will be used in case of operator level.

5. Selection- Based on the above assessment, the HR department shall issue an offer letter. (Clearly mentioning terms, conditions, termination clauses and detailed break-up of the gross salary/wages) to the selected candidate/ contracted employment

agency. The candidate / Agency, who receive the offer letter, has to acknowledge the receipt of it and to confirm the acceptance of the terms and conditions mentioned in the letter, including the date of joining.

A contract is signed between the company and the selected candidate (in case of staff) or a contract employment agency (in case of contract employee and casual labour).

The recruitment co-ordinator shall communicate the name and expected date of joining of the candidate to respective HOD against the identified vacancy/request.

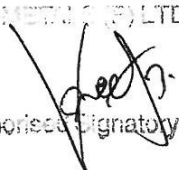
6. Reference Check- Reference check shall be conducted at the final stage of the selection process with prior permission of the selected candidate or shall be conducted immediately after the candidate has accepted the offer of employment, whichever is practicable. All offers shall only be finalized subject to the receipt of satisfactory references. If a candidate is found to have provided false information or have misrepresented any information or have not disclosed any material facts in his or her application, it shall be deemed to be sufficient grounds for Veer-O-Metals to withdraw the offer or terminate his or her service summarily, as the case may be.

7. Induction-

Each new employee will be given every possible assistance and support when he / she commence the service with the company. The HR Dept. and the HOD will co-ordinate the formal induction programme for the new employee and existing team, which are tailored to the needs of the individual and the Department. The HOD/Supervisor gives an on -the job training to the inducted employee.

You may mail in the requirement to recruitments@veerometals.com or sajitha@veerometals.com.

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6-Stage Recruitment Process

