



# 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.

### 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.



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## 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.

## 7. References

This policy aligns with:

- **ILO Fair Recruitment Principles & Guidelines.**
- **UN Guiding Principles on Business & Human Rights.**
- **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.

A handwritten signature in blue ink, appearing to be 'B. D. O.', is written over a faint, light blue circular stamp.

Approved By



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