

**MOLD-TEK PACKAGING LIMITED**

**HR POLICY MANUAL – RECRUITMENT POLICY**

**I. Objective:**

- To streamline the Recruitment process,
- To ensure that *we always hire the RIGHT people at RIGHT role at RIGHT time*, and
- To provide equal opportunity to everyone without any prejudice to gender, culture, demography, disability, sexual orientation, religion and to attract best talent available in the Industry.
- To strictly prohibit engagement of child labour or forced labour in any form.
- To provide a work environment that is safe, hygiene, humane and upholds the dignity of every employee in general and women employees in particular.
- To provide an equal opportunities of learning to every employee for their career development.

**II. Recruitment Quality Norm:**

In today's knowledge driven business scenario, People are perceived as the **most valuable assets** of an organization and the optimum utilization of the skill, knowledge, key competencies, behavioral attributes, attitude, they possess, are directly proportional to the growth of the organization. Therefore, while recruiting a candidate, it is always ensured that **there is no compromise in the quality of people, we hire.**

**III. Modes of Recruitment:**

Recruitment across the organization, at any level / function has to be approved by Management and HR will adopt a suitable strategy to source the right candidates depending on demand and supply of required positions. Some of the methods include:

- a. Internal Job Posting / Employee Referral
- b. Job Portals
- c. Advertisements in print/social media
- d. Campus Recruitment
- e. External Consultants

**IV. Compensation & Benefits:**

The Company believes in offering compensation & benefits in sync with statutory norms and industry practices. Company benefits such as Family Health Insurance, Group Personal Accident Insurance are administered as per Company policy in vogue.

**V. Selection and On-boarding:**

The HR department follows the Standard Operation Procedure (SOP) laid down by the Management in facilitating the interviews with prescribed panel members, negotiating the offer with selected candidates, offer negotiation/release process, complete the on-boarding as per prescribed checklist and process.

Upon joining the Company, new employee will undergo induction process to integrate with his/her own department and also with other departments of the Company as per calendar published by HR team.

**For Mold-Tek Packaging Limited**

**Sd/-**

**J Lakshmana Rao**

**Chairman & Managing Director**

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