

Recruitment Policy

A HARTEX RUBBER PVT. LTD. (UNIT- II) [E282 1 HRPLE/HRVSG Issue Date : 11-12-2023]

Recruitment Policy & Process

1. Purpose: -

- To streamline the Recruitment process,
- To ensure that we always hire the RIGHT people at RIGHT role at RIGHT time, and
- Also to thrive a strong Employer Branding to attract the best talents available in the industry

2. Scope: Covers all the vacant positions across the functions, levels & hierarchy in worker category.

3. Responsibility- Human Resource Department

4, Procedure: - Detailed procedure defined as hereunder: -

4.1 Recruitment Sources:

To ensure a steady in-flow of quality candidates for all the existing vacant positions, with an aim to select the best within a stringent recruitment deadline, HR would always focus to develop a robust

database/pipeline of workers searched from the following sources —

- i. Through personal reference.
- ii. Through other Employee reference
- iii. Through interviewing the walk ins
- iv. Through advertisement/Banners/Hoardings on gate /buses/ Bills in local language.
- v. Through local Panchayats.
- vi. Through personal visits to villages / natives.

4.2 Salary:

Salary would be based on their skill level only or their category:

- i. Helper
- ii. 2.Semi-Opt
- iii. 3.Operator
- iv. 4.Reporter

4.3 Company Rules & Regulation

- i. Company do not engage in DISCRIMINATION (on the basis of sex, religion, caste or culture) of any sort, be it hiring, remuneration or promotion.
- ii. Company does not recruit any foreign employee,
- iii. Company will Provide Appointment Letter in Local Language to workers during the Joining time and will get the duplicate copy of appointment letter signed by workers for record,

4.4 Company Welfare

- i. Free Transportation facility in company for workmen.
- ii. Free Dormitory facility in company for workmen.
- iii. Canteen Subsidized.

5. Record: - Employment Form, Appointment letter, Age Proof- Aadhar Card or Pan Card and Other Associated Doc.

6. Reference: - Factory Act, Customer Specific Requirement