



ETHICAL HIRING POLICY

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1. PURPOSE

To ensure all recruitment and hiring practices are conducted in a **fair, transparent, and ethical manner**, free from discrimination, corruption, or exploitation, while supporting the company's values and compliance with applicable laws.

2. SCOPE

This policy applies to:

- All hiring processes (permanent, contractual, apprentice, trainee, and temporary employees).
- All departments, plants, and offices of the company.
- All recruitment agencies, contractors, and labour suppliers engaged by the company.

3. POLICY STATEMENT

Threyes Srinisons Harness Pvt. Ltd. commits to:

- Hiring based on **merit, qualifications, and skills**, without bias.
- **Equal Opportunity Employment** – no discrimination on gender, caste, religion, disability, marital status, or socio-economic background.
- Strict compliance with **Child Labour Policy** (no recruitment of persons below 18 years).
- Prohibition of **forced or bonded labour** (no retention of documents, deposits, or coercion).
- Transparent, documented recruitment process (advertisement, screening, interviews, evaluation).
- Engagement with only **verified labour contractors** who meet statutory compliance.
- No employee or HR staff may accept **bribes, favours, or personal benefits** for offering employment.
- Respecting **candidates' dignity and privacy** during recruitment.

4. RESPONSIBILITIES

- **HR Department**
 - Ensure ethical standards are followed in all recruitment stages.
 - Conduct due diligence on recruitment agencies/labour suppliers.
 - Maintain proper records and documentation.



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- **Hiring Managers**

- Select candidates based on merit and job requirements only.
- Avoid bias or conflict of interest.

- **Employees & Panel Members**

- Declare any conflict of interest (e.g., family members or relatives applying).
- Maintain confidentiality of candidate data.

5. IMPLEMENTATION PROCESS

1. **Job Posting** – Publish openings transparently (internal & external).
2. **Screening & Shortlisting** – Based on objective criteria (education, experience, skills).
3. **Interview & Evaluation** – Fair, structured interviews with multiple panel members.
4. **Background & Age Verification** – As per **Age Verification SOP**.
5. **Offer & Appointment** – Standardized letters with clear terms & conditions.
6. **Onboarding** – Ensure induction includes awareness of company Code of Conduct & policies.

6. PROHIBITED PRACTICES

- Hiring persons under **18 years** of age.
- Discrimination in hiring.
- Charging recruitment fees from candidates.
- Withholding original documents.
- Nepotism, favouritism, or corrupt practices.

7. RECORDS AND DOCUMENTATIONS

- Maintain **Manpower Requisition Forms (MRF)**.
- Interview assessment sheets.
- Candidate documentation (ID, qualification, age proof).
- Background verification records.

8. MONITORING AND COMPLIANCE

- HR audits recruitment files regularly.
- Vendor audits for labour suppliers.
- Whistleblower/Grievance channels available for reporting unethical hiring.

9. REVIEW



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This policy will be reviewed annually or earlier if laws, customer requirements, or audit findings demand updates.

Prepared By	THREYES SRINISONS HARNESS PVT. LTD	Approved By
		

