

RECRUITMENT POLICY



Faze Three limited recruitment is based on the standards, which aims the following:

- ✓ Selecting the right people for the right job at the right time
- ✓ No discrimination in selecting but only one criteria which is merit and ability;
- ✓ No recruitment of Children
- ✓ To promote diversity and offer equal opportunity to all employees based on merit and ability.
- ✓ To ensure that there is no discrimination amongst its employees in compensation, training and employee benefits, based on caste, religion, disability, gender, sexual orientation, race, colour, ancestry, marital status or affiliation with a political, religious or union organisation or majority/minority group
- ✓ Voluntary employment & under no circumstances any form of Forced / bonded / prison labor shall be employed in the company.
- ✓ Personnel will not be prevented from the right to establish & join worker committees to redress any grievances. The factory has Grievance handling mechanism to redress employee grievances.
- ✓ No pregnancy test to be carried out during the recruitment process.
- ✓ Medical fitness for physical and mental state of the person

To achieve the above objectives framed in the Policy relating to recruitment at all the levels, Faze Three must adopts :

- ✓ No recruitment is done without man power planning
- ✓ No recruitment is made without taking the interview by the concern HOD and HR representative
- ✓ Compensation shall be comparable with the fellow existing employee in terms of education, age and experience
- ✓ Effectively avoid the engagement of child labour.
- ✓ Employee selected is issued an offer or appointment letter
- ✓ On joining, proper formalities of joining is done by HR department
- ✓ Declaration with regards to nominations as required statutorily are obtained
- ✓ Personal files are maintained of all employees
- ✓ Proper proof of age of selected employees is received like school leaving certificate, qualified dentist report, and driving license etc
- ✓ Identity cards are issued at the date of joining.
- ✓ Hand written application or company's application form must be available.

This policy is communicated with all interested parties and all people working for or on behalf of our Faze Three Group.

Authorized by

Faze Three Management

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FAZE THREE LIMITED

380/1, SILVASSA - KHANVEL ROAD, DAPADA, SILVASSA - 396 230, UNION TERRITORY OF DADRA & NAGAR HAVELI, INDIA.
TEL.: (0260) 2699323 / 026 / 029 / 3202950 / 51 FAX : (0260) 2699322 E-mail : admin@dpd.fazethree.com