Background Verification Policy

Background Verification Policy Objective

Xoriant Solutions Private Limited (“**Company**”) is committed to ensuring the safety of its employees while in the workplace and maintaining appropriate controls to protect its assets and employees. The purpose of the pre-employment screening process is to ensure that candidates accurately represent themselves to the organization and that there is no conflict of interest in hiring an employee.

To fulfil these obligations, Xoriant will obtain and review background information. It is the organization’s responsibility to hire candidates with high ethics, integrity, and personal values.

Guidelines

Xoriant will engage a third-party partner or Background Verification Vendor to conduct background screening checks, including reference checks.

* Applicants will be informed during the pre-employment process that selection is subject to completion of background screening with results acceptable to Xoriant, and which check(s) would apply.
* Prior to conducting the background check(s), a signed written or email consent is to be obtained from the prospective employee for the position.
* The information obtained through employee screening checks is maintained in a separate file in Human Resources directory.

Former or Current Employee

If the final candidate is a former employee, the hiring team will connect with the HR team to review the information relevant to job performance of the said employee in the previous tenure and then roll out the offer. BGV process will be initiated again for the duration of the interim employment.

Procedure

* Employees are requested to submit all the relevant documentation required for background verification once they are offered to join Xoriant.
* Failure to comply for document submission for background verification may lead to strict disciplinary action leading up to termination of employment.
* Offer and employment continuation is subject to clearing the BGV process successfully.

Background verification includes verification of

* Academic Verifications through university records
* Criminal records check through police verification
* Employment history check of previous two employments or one for last 7 years
* Identity and Address Verification - whether the applicant is who he or she claims to be. Generally, includes verification of the candidate’s present and previous addresses and verify the validity of passport and PAN card

## On receipt of the documentation, verification vendor carries out the following process:

* Physical Address verification
* Verification through Government & Police Records
* Verification of University records
* Employment verifications with previous two employers
* International data base check

On completion of the BGV process, Background Verification Vendor identifies the cases as GREEN, AMBER and RED.

1. A **Green** report means result of all verifications are positive and no action required internally.
2. **Amber & red** cases mean discrepancy between the employee’s claims and the information retrieved (such as a mismatch in dates of employment or degree received). If Amber & red cases are found, HR will review them on a case-by case basis, in consultation with management.
3. If a background verification result / assessment is deemed to be unsatisfactory or any fraudulent information found, the employee would be informed regarding the discrepancy and will be given an opportunity to explain the reasons for the same. Necessary proofs for the discrepancy need to be submitted by the said employee. On receiving satisfactory evidence from the said employee, employee may be retained for employment on approval from the senior management.
4. In case of non-satisfactory explanation for red or amber case, Xoriant reserves a right to terminate the employment with immediate effect. Prior to making a final decision, any cases which may lead to disqualification will be carefully reviewed to ensure compliance with Xoriant policy.

Termination/Continuation of Employment

Employee will be informed, in writing, notice of adverse information discovered in the Background Check and given an opportunity to respond.  Upon conclusion of the review, written notice will be sent to the candidate regarding the employer’s decision of eligibility for employment continuation.

Background Verification Vendor

Xoriant will select Background Verification Vendor for background verification services.  As it is an important and compliance-heavy activity. Xoriant is committed to engage the services of a vendor who is reliable, trustworthy and accurate and will help meet the said requirements of the BGV process.

Vendor is selected on following criteria

* Accuracy and quality.
* Speed.
* Client retention rate and references
* Sources of information.
* Services offered.
* Technology/data security/accessibility.
* Support services

Xoriant reserves the right to empanel more than one vendors for conducting Background verification of its employees. All background verifications required will be conducted by external Background Verification Vendor on Xoriant panel.

All results of the Background Check will remain confidential and will be maintained by Human Resources and will be disclosed only to authorized personnel in the organization.

Disqualification of a candidate based on information discovered in the Background Check is not subject to grievance or appeal by the candidate.