

Employee Background Verification Policy

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1.0 Purpose

The purpose of the employee background verification process is to validate and confirm the accuracy of the information provided by the selected candidate or employee. Employee background verification is to create a safe and secure workplace, comply with regulations, and build a workforce that contributes positively to the organization's goals and values.

2.0 Responsibility & Authority:

The responsibility of developing and implementing this process lies with the AVP - Human Resources.

The authority of changing the process lies with the Human Resource in conjunction with the Director, Vertical Head and CEO.

3.0 Intended Audience:

The policy is applicable to all full time employees of the company. This process is documented in the Human Resource Policy document.

4.0 Policy Guidelines

All PAMAC employees are required to undergo employee background check as a part of onboarding process.

Location HR Spoc & Central HR team is authorized and responsible to conduct these checks.

As per the policy, all employees / candidates are entitled to undergo residential address verification as a part of employee background verification policy. There are 2 types of residential verification conducted.

1. Physical Verification

2. Digital Verification

- Physical residential Verification is conducted for employees / candidates residing within the applicable boundaries.
- Digital residential verification is conducted for employees / candidates residing beyond the applicable boundaries.

If the report of the conducted verification is positive report, the employee is allowed to continue to work whereas in case of negative report, the respective employee / candidate is asked to leave.

5.0 Flow Charts:

There is no flow chart used in this process.

6.0 Record Control:

Responsibility for Record Control

The responsibility for record control within the HR Department is defined in the attached list of Formats.

Creation of New Files for Records (Hard / Soft Copy): The responsible person would create the record either in hard / soft copy depending on the nature of the record.

Maintenance of Records: The records are maintained in a manner that they are clearly identifiable, traceable & readily available. These records will be maintained in the following manner:

Hard Copy: Hard Copy of the records shall be filed & files are numbered & maintained by the responsible person. The responsible person will maintain a master list of all the files containing hard copy records.

Soft Copy: The responsible person shall maintain soft Copy of the records. The responsible person identified for the generation and maintenance of an electronic record shall create the appropriate file structure on the appropriate network shared drive.

Retention of Records: The letters issued will be filed permanently in their files.

7.0 Contingency Planning:

Considering the nature of the policy it is the responsibility of Senior Manager- HRBP to review the policy from time to time in conjunction with Human Resource and Director, Vertical Head and CEO.

8.0: Amendments to the Process:

The responsibility of developing and implementing the HR & Admin policies lies with the HR, however, the authority to change the policy lies with HR in conjunction with the Director, Vertical Head and CEO.

Any changes will reflect in the policy manual.

9.0 Process Audit:

We have regular audits being done by ISO and by means of Internal Audits from time to time.

10.0 Data Integrity:

All the security measures relating to technology should ensure that employee's data is safe guarded.

Sr. No	Format Name	Format Title	Hard/Soft Copy	Responsibility
1	1.0	Employee Master Tracker	Hard/Soft copy	HR Operations