

**DIPTAB VENTURES PRIVATE LIMITED**

# Rehire Policy

**Note:** The management reserves the right to modify/change this policy as deems fit. Any change in the guidelines narrated below would be communicated to all employees.

**1. Introduction:**

1.1 Diptab Ventures Pvt. Ltd. (hereinafter referred to as the “Company” or “Lets Transport”) believes in hiring of qualified ex-employees by adopting a clear hiring process. Company places great importance on hiring ex-employees as company trusts that they understand what's best for the company. At the same time, it is committed that the hiring activities of the company are carried out in a transparent and fair manner.

**2. Objective:**

- 2.1 To attract ex-talent of Diptab Ventures Pvt. Ltd.
- 2.2 To define the truce period for rehiring of an ex-employee
- 2.3 To ensure that ex-employee is hired at right role, grade & compensation
- 2.4 To ensure that ex-employees are separated due to integrity issues and unsatisfactory performance should not be considered for rehiring.

**3. Scope:**

- 3.1 This Policy is applicable for all ex-employees who were on roll of Diptab Ventures Pvt. Ltd.

**4. Eligibility Criteria:**

- 4.1 To be considered for rehire, ex-employees should have left the company for one of the following reasons:

4.1.1 Voluntary Resignation

4.1.2 Company Restructuring

4.1.3 Expiry of Contract

4.2 In case of rehiring of an ex-employee within the period of 3 months of the last working date, he/she shall be posted in the same grade and compensation.

4.3 In case of rehiring an ex-employee, within a period of 6 to 12 months of the last working day, he/she should be considered for compensation changes considering the previous experience and the rating into the consideration.

4.4 In case of rehiring of an ex-employee, after 12 months of the last working day, the candidate needs to be treated as external hire and compensation should be applicable as per the new offer guidelines.

## 5. Not eligible for rehire:

5.1 Employees separated due to behavioural violations, absconding from the employment, performance issues are not eligible for rehire in any type of employment with the Company.

5.2 Employees who have been asked to leave the company due to inappropriate conduct, providing false and incorrect information, theft, misuse of company's property or information, breach of confidentiality, using unfair or unethical practices are strictly not eligible for rehiring.

5.3 Performance rating is less than 2 in the appraisal cycle before the employee's exit from the company.

5.4 Criminal cases registered against the candidates.

## 6. Approval Authority:

Levels	Department	Approval Authority
G1 to G4	Operations	RH, BH and Respective HRBP
G5 & above	Operations	RH, BH, COO and HR Head
G1 to G4	Sales	RBM, RH & Respective HRBP
G5 & above	Sales	RBM, COO & HR Head

G1 to G4	HR	HR Head
G5 & above	HR	HR Head & CEO
G1 to G4	Finance	Finance Head, COO and Respective HRBP
G5 & above	Finance	Finance Head, COO & HR Head
All Grades	Product	CPO & HR Head
All Grades	Technology	CTO & HR Head

## 7. Procedure for rehiring:

- 7.1 If any candidate needs to be identified as a rehiring candidate, HRBP shall have a thorough check of his/her records in the HR Database.
- 7.2 Shall have a thorough check on the reasons for leaving Diptab Ventures Pvt. Ltd. by the concerned HRBP and ensure that the candidate is separated from the system after the completion of serving notice period and exit clearance of all his/her dues.
- 7.3 Performance Feedback and rating needs to be recorded of the candidate of previous tenure with the Diptab Ventures Pvt. Ltd.
- 7.4 The Performance Feedback and rating should be disclosed/enclosed with the New Hiring Manager along with the interview application form by the concerned HRBP.
- 7.5 Post Selection Process, HRBP shall seek for the final approval from the Department Heads & HR Head for the compensation changes based on the cooling period.
- 7.6 In case Background verification is unsuccessful, before candidate joining, shall terminate the employment offer with immediate effect.
- 7.7 Candidates must disclose the last employment with Diptab Ventures Pvt. Ltd.
- 7.8 Rehiring Annexure-I, should be followed by the HRBP, before candidate's Interview
- 7.9 Any rehiring will be considered as a new hire and previous service and benefits will not be applicable.
- 7.10 HRBP needs to inform the candidate that his/her appointment will be considered as a new hire and new employee code will be generated.
- 7.11 Any exception of this policy guidelines requires approval from the HR Head.

### Annexure-I

Sl.no	Particulars	Description
1.	Candidate Name	
2	Last Employee Code	
3	Previous DOJ	
4	Last Designation as per HRMS	
5	Department/Location	
6	Relieved Date	
7	Reporting Manager	
8	Last RM Remarks/Recommendations	
9	Reason For Leaving Diptab Ventures Pvt. Ltd.	
10	Reason For Re-joining Diptab Ventures Pvt. Ltd.	
11	Last 1 year rating	
12	Clearance From All Departments	
13	Re-joining Within (No. Of days)	
14	Request From Ex-employee/Organisation	
15	Recommended/Referred by	
16	Last Drawn CTC	
17	Last Drawn CTC (Diptab Ventures Pvt. Ltd.)	

18	Proposed Department & Designation	
19	Proposed CTC	
20	Interview Panel Members	
21	Date Of Interview	
22	Interview Result	
23	Overall Interview Feedback	