



Staffing Policy

Recruitment & Selection and Onboarding

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Change History

Version	Date	Author	Description
Version 1.0	1 October, 2016	Abhijit S Rao	Recruitment Policy
Version 1.1	7 September, 2017	Ruben Mathew	Addition of S1 / S2 level for referral

1.0 Purpose

The purpose is to document hiring activities and guidelines for its users (HR and other teams) to ensure organization and standardization across all Business Units. This will ensure the standardized way of attracting, selecting and onboarding / transitioning most suitable candidates within accepted cost and timelines.

2.0 Scope

The scope and coverage of staffing policy includes:

- All FTEs, FTE – Trainees and other categories of engagement like advisors, retainers, on contract, consultants, etc. for OnMobile
- As a policy, OnMobile shall not hire anyone under the age of 18 years.

The exclusion from the scope and coverage of staffing policy are:

- All employees in Bands PM6 and above
- Apprentices / Interns (who come under the Central Apprenticeship Act).
- Project trainees who are associated with the organization for the brief period because of their project work as a part of their curriculum.

3.0 Philosophy

The staffing policy is aimed at attracting relevant talent, selecting most suitable candidate and retaining them in the organization by way of providing equal employment opportunities to all, using effective hiring mechanism and providing growth opportunities.

In order to realize this philosophy, the following activities will be performed:

- Comply with the policy and guidelines
- Conduct resourcing that enhances the reputation of OnMobile as a preferred employer
- Career development opportunity to OnMobilians through Internal Talent Search process
- Encourage external recruitment on a selective basis to bring in fresh talent and required new skills, creative minds
- Select most suitable candidate for the current job level, experience with expertise / potential for future needs
- Provide equal opportunity to all sections of the society
- Appropriate job rotation and internal movements.

4.0 Values

The staffing policy of the organization is founded on strong values and principles like:

- Mutual respect
- A work environment, free from discrimination based on race, language, religion, gender etc.
- Mutual trust and benefit that satisfy the expectation of all the concerned parties
- Compliance with applicable human rights and employment norms.
- Relationship building with internal and external customers / vendors.

5.0 Definitions

- **Recruitment:** Sourcing, screening, and short listing candidates for a job in the organization
- **Selection:** A process of evaluating the suitability of the candidate to position them against the job requirements
- **ITS:** Internal Talent search – a process of identifying internal talent for the open positions

6.0 Acronyms

Acronym	Definition
RRF	Resource Requisition Form
AOP	Annual Operating Plan
HR/ HRD	Human Resource Department
BU HEAD	Head of Business Unit
BU	Business Unit
F & F	Full and Final
PO – HR	Process Owner – Human Resources
Management Committee	BU Heads , CFO
HRBP	HR Business Partner

7.0 Budget and Resources

To facilitate the staffing activities, adequate resources and budgets must be made available.

- All BU Heads will have necessary approvals on their Annual Operating Plan (AOP). The AOP will include a detailed Unit-wise resource plan
- Any manpower requirement in addition to the approved budget needs to be approved by the CFO

8.0 Entry criteria

The staffing process will get initiated by any of the following activities:

- Annual Operating plan has been signed off and manpower budget has been approved
- RRF has been forwarded to HR for hiring (new or replacement)
 - Replacement has been sought against a separation
 - A new position has been created and resource is sought

9.0 The Process

The hierarchy of the activities under staffing policy is:

- Manpower Budget approval based on AOP
- Manpower Requisition to HR
- Recruitment through Various Sources
 - Employee referrals
 - Internal Talent search
 - Campus Hiring
 - Mass recruitment drives / Walk ins

- Job Portals
- Consultants

- Assessment test and interviews for short listed candidates
- Selection of Short listed Candidates
- Joining
- Onboarding and Orientation
- Background Verification Process

10.1 Recruitment and Selection

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Process	Who	Does What	How
Sourcing	Recruiter	Receives the request. Gets any further info from RM	By reaching out to the RM to get further clarity if needed
		Select the option for recruitment from the options available	By looking at the skills required, criticality of the role and other business dynamics
		Internal Talent Search (ITS) to be initiated in case of similar skills available in the organization	By sending out ITS mailer to OnMobile India / Global based on need
		If Campus Recruitment selected, the sub process triggers	
		If Employee Referrals selected, the sub process is initiated	
		If Recruitment Drives/ Walk-Ins selected, the sub process is triggered	
		Chooses the option of Web Sourcing, Head Hunting	By using web portals such as LinkedIn, naukri.com, etc. and Head hunting thru internal sources
		Chooses Head Hunters	By connecting with empaneled recruitment consulting agencies
		Shortlists the CVs	By reviewing, the CVs sourced against the specific requirement Refer: Resource Requisition (REC No.)
		Shares the CV's with manager for further shortlisting	Through emails.
	RM	The RM sends shortlisted CVs	

Process	Who	Does What	How
Interview & Selection	Recruiter	If written/Online test required, sub process of Written Test gets triggered	By triggering the online test or organizing written test based on the requirement
		If written/online test not required OR written test cleared, Filters through 1 st round of Technical Interview	By scheduling the interviews (telephonic / face to face / Skype etc.) on mutually agreed time and date (among panel and candidate)
		If shortlisted in 1st round, further shortlists / Selects through 2nd Round of (Technical & Non-Technical) Interviews	By scheduling the interviews (telephonic / face to face / Skype etc.) on mutually agreed time and date (among panel and candidate)
		If shortlisted, Selects through HR round	HR SPOC will have discussion with the selected / shortlisted candidate over the appropriate media
		If not selected in any particular round, Share feedback with candidate	By informing the candidate verbally / over the email
		If Selected, Collects and share the info needed for fitment	By informing the candidate on documents needed as per the fitment checklist
		Interviews candidates as per schedule and shares the interview feedback	

Process	Who	Does What	How
Offer	Recruiter	In case, the Job Location is outside India, Collects and shares the specific info to C&B team	By informing the candidate on documents needed as per the fitment checklist for International Recruitment Refer Shared Folder: omfs1àHRàRecruitmentàForms & Templates
		Receives the Compensation & Offer Letter from C&B team (In case of international recruitment and for Band PM3 / SP3 & above)	C&B team shares copy of an offer letter to Recruiter
		For India based positions for Bands PM2 & below, Gets the fitment approved by HRBP. Reworks if needed	Prepares offer as per the salary Grid and approved designation. Sends to HRBP lead for approvals Refer: Salary Grid , Offer DB Sheet
		Generates the offer letter	By using the fitment and offer template Refer: Salary Grid , Offer DB Sheet
		In case of India recruitment, sends the fitment to BU Head/ SubUnit Head for approval. Arranges changes if suggested by BU Head keeping stakeholder in loop	By way of email
		Shares Offer Letter with the candidate	By sending the soft copy of offer letter over the email

Process	Who	Does What	How
Post Offer	Recruiter	If the offer is accepted by the candidate, finalizes the DOJ with the candidate and informs the stakeholders. Creates OB with laptop request	By discussing and agreeing on the DOJ, Communicating the DOJ to business, Creates OB record in the system. Chooses the option of Laptop required, as per guideline
		If the offer is not accepted, checks for further negotiation. Arrives at a conclusion. Take C&B and RM inputs	By discussing with the business on the need to negotiate. If yes, reworks on the offer. Keeps all relevant stakeholders' approvals / involvement depending upon the type of recruitment
		If accepted, shares revised offer letter with the candidate and get the acceptance	By way of email
		Finalizes the DOJ with the candidate and informs the stakeholders. Creates OB with laptop request	By discussing and agreeing on the DOJ, Communicating the DOJ to business, Creates OB record in the system. Chooses the option of Laptop required, as per guideline
		Considers, takes action and informs the stakeholder of any changes in DOJ	Upon receiving the change request, discusses with the business and HRBP. Finalizes the new DOJ. Communicates with all stakeholders
		Upon joining, triggers "candidate Joined"	By sending information to OB SPOC on joining
		If the offer is not accepted post negotiation rejects the candidature	
		The process ends	

10.2 Employee Referral

S N	Who	Does What	How
1	Recruiter	CV's received from employees to BOON ID boon@onmobile.com (referral)	By Mail
2		Receive CV's from employees in response to the referral mail on BOON ID boon@onmobile.com	By Mail
3		Checks if the candidate has experience less than one year	By looking at the experience level
4		If yes, informs employee on non-eligibility for referral bonus	By Mail
5		If not, checks if the CV is relevant to the role	By scrutinizing the CV received and if the CV matches the requirement. Refers Job requirements
6		If the CV is not relevant, informs the employee on reason for rejection	By Mail
7		If yes, Shortlist the CV	By scrutinizing the CV received and if the CV matches the requirement. Refers Job requirements
8		Updates the referrer on the status of their referral upon shortlisting	By Mail
9		Shares the CV with the manager	By Mail
10		Follows Recruitment & Selection Process	Interviewing process
11		Candidate Selected	Interviewing process

S N	Who	Does What	How
12	BP – HR	Confirmation Process Triggered	Auto triggered in confirmation tool
13	C&B	Checks the confirmation status of the new joiner	Through OM online system
14		If not confirmed, referral payment will not be made	Informs the referred
15		If confirmed, checks for referrer details	OB Record
16		Processes referral payment	By incorporating the details in the respective month payroll data
17	Referrer	Receives the payment	Along with salary

10.3 Campus Hiring

S N	Who	Does What	How
1	Recruiter	Gets the input from Recruitment and Selection Process. Receives Hiring request. Receives the required nos. to be hired & target colleges from BU Head	By way of Email, AOP, Additional Headcount, Bulk hiring
2		In parallel, finalize CTC Details in consultation with VP-HR, C&B & BU Head	By consulting C&B team and closing on the CTC
3		Reaches out to college placement Officers	By way of Email / Telephonic
4	Placement Officer	Shares the details & day / slots available	By way of Email / Telephonic
5	Recruiter	Informs the Business & Finalize the dates	By the way of Email. Discusses with the team if needed
6		Triggers "Campus Branding" process	By informing relevant stakeholders such as Marketing, Procurement, Business etc.
7		Triggers "Travel Arrangements" process	By finalizing itinerary with Business: By raising travel request in OM intranet Follow up and get the arrangements done
8		Prepare Campus Presentation	By coordinating with Marketing team in consultation with HR & Business
9		Identify SPOC from Business for Panel	By Coordinating and following up with Business
10		Receives finalized question papers from business SPOCs	By coordinating and following up with Business Note: Maintaining utmost confidentiality until administration

S N	Who	Does What	How
11	Recruiter	Collates the presentation, branding items and question papers and prepare for campus visit	Presentation – Marketing team Branding Items – Vendors / Procurement team Question Paper – Business Team
12		Arranges a pre-placement talk by competent Business SPOC	Ensure delivery of Power-point presentation
13		For MBA roles, arranges Aptitude Test	By administering the test
14		For Technical roles, arranges for Aptitude & Puzzle Test	By administering the test
15		If shortlisted, arranges 1 st Round of Interviews	Coordinating for Interviews
16		If not shortlisted, Updates rejection in the interview evaluation form	By ensuring the Interview evaluation form is complete
17		If shortlisted in 1 st round, arranges 2 nd Round of Interview	Coordinating for Interviews
18		If not shortlisted, Updates rejection in the interview evaluation form	By ensuring the Interview evaluation form is complete
19		If shortlisted in 2 nd round, arranges for HR Discussion	By conducting HR discussion
20		If not shortlisted, Updates rejection in the interview evaluation form	By ensuring the Interview evaluation form is complete
21		If shortlisted in HR discussions, Issue Intent of Offer	By handing over the hard copy of Intent of Offer along with Goodie bag
22		If the candidate does not accept the offer, rejects the candidature	By revoking the Intent of Offer
23		If the candidate accepts the offer, Inform placement Officer on selection	By way of Email / Verbal communication

S N	Who	Does What	How
24	Placement Officer	Confirms on course completion & DOJ	By way of Email
25	Recruiter	Informs relevant stakeholders of DOJ	By way of Email
26		Checks course result details	By verifying the results / copy of marks sheet
27		In case of any backlog, rejects the candidature	By revoking the intent of Offer thru appropriate media
28		If no backlog, shares offer letter	By sending Offer letter by Email
29		If the candidate does not accept the offer letter – Rejects the candidature	By revoking the Offer letter through appropriate media
30		If the offer is accepted, Shares Relocation Policy in case of outstation candidate	By way of Email
31		If the DOJ needs to be deferred	Discusses with business and decide on new DOJ Share the details with all stakeholders
32		In case of putting the position inactive, sends regret letter to the candidate. Informs the placement coordinator on the same.	To check from Legal if this can be done
33		Upon joining of the candidate, closes the manpower request in the Intranet	Updates the resource requisition request in OM Intranet

10.4 On-Boarding Process

S N	Who	Does What	How
1	Recruiter	Shares info on candidate joining with Onboarding SPOC	By way of Email
2	OB SPOC	Upon joining, cross checks the employee data and signs off	By verifying the data in OB record against fitment / offer letter
3		In case joining location is Bangalore, triggers candidate joined.	By enabling candidate joined in OB Tool
4		Hands over the hardcopy of joining kit. Explains how and what to be filled.	By providing hard copy of joining forms / kit
5		Assists the new joiner if needed. Collects necessary credentials	Explain the forms & the process , address the query & receives the credentials
6		In case joining location is not Bangalore, Triggers "Candidate Joined" & sends Joining Kit	By enabling candidate joined in OB Tool Sends the joining kit by way of Email
7		Assists the new joiner if needed	As required by the candidate
8		Receives the forms duly filled and copies of credentials	By collecting joining kit & copy of documents
9		Scrutinize Joining Kit & Documents for correctness and completeness	By verifying the details
10		Deficiency in the documents – In case of out-stationed candidate	Follow Up & seek docs in 7 working days
11		Deficiency in the documents – In case of Bangalore based candidate	By Assisting joiner to correct and complete the docs— font
12		In case of no-deficiency and employee type is "FTE India", the BGV process triggers	By triggering BGV process
13	OB SPOC	If employee type is other than "FTE India", signs Off On-Boarding Checklist & share file with HR Ops. Team	By signing off the checklist & handing over the joining kit and the copy of credentials to HR Ops. Team Refer: On-boarding Checklist Joining kit

S N	Who	Does What	How
14	OB SPOC	Informs HRBP on joining completion and hands the employee over	By way of mail
15	HRBP	Introduces candidate to Business Team along with the Buddy	Formal introduction with the designated Business SPOC
16	HRBP	Arranges to make resources available to new joiner as per SLA defined	By checking against the resource requirements and ensuring timely availability
17	HRBP	Discusses with the manager of the joiner and assign a buddy to the employee for 3 months	By discussing with manager and identifying most suitable buddy for the employee By ensuring that this responsibility is formally added to the buddy
18	HRBP	Interacts periodically with new joiner to ensure smooth transitioning into the role	By having formal discussions with the joiner
19	HRBP	Ensures that the new joiner provides feedback about On-boarding effectiveness	By way of Online Survey
20	HRBP	Takes the feedback from new joiner and Buddy about Buddy effectiveness	By way of Online Survey
21	-	The process ends	-

11.0 RECRUITMENT AND SELECTION

11.1 Sources of Recruitment

The process of sourcing, screening, and shortlisting candidates for a vacant position is referred as Recruitment. The sources of the recruitment:

- Internal Talent Search (ITS)
- Employee Referral Program
- Placement Agencies
- Job Portals

11.1.1.1 Empanelment of Placement Agencies

OnMobile engages the services of experienced and reputed executive search firms and manpower placement consultants to source niche and critical talents. The process of vendor empanelment is managed by Procurement & Legal team

11.1.1.2 Retainer-ship / Contract Employees

Resources that are required for certain typical and critical services for a definite period to add value to the existing function are taken on a contract or on a retainer-ship basis. This includes engagement of contract staff on account of peak times, to cover when permanent employees are on leave, Critical projects and to allow time to search for the right permanent employee.

11.1.1.3 Employee referral program

The program is aimed at encouraging employees to refer professionals against requirements in various functions, who are experienced, meet the requirements of the job and are cultural fit.

11.1.1.4 Job Portals

- HRBP will budget for subscribing to job portals and it will be made available to HR recruitment team.
- The Job portals would be used for posting jobs & searching resumes through database.

11.2 Other Policy Guidelines

11.2.1 Lead Time

Maximum Lead time from receiving RRF till offer generation is mentioned as under:

India	60 Days
International Geos	90 Days

11.2.2 Interview Panel

The following table mentions the members of interview panel based on the job band for which the candidate is being hired.

Interview rounds	T1, S1, S2, IC1, IC2, PM1	SP2, PM2, SP3, PM3	SP4, PM4	PM5, PM6
1st Round	Technical / Domain Specialist	Technical / Domain Specialist, Sub Unit Head	Director/ AVP / VP level Employee	VP/ SVP level Employee
2nd Round	Manager / Sub Unit Head	BU / Unit Head	Need based	Need based
3rd Round	Need based	Need based	Need based	Need based
HR Round	HRBP	HRBP	Director- Talent Mgmt	Global Head- HR

The interview panel will be informed about the position(s), candidates being considered for the position(s) and also about the interview methods. The panel will also be provided with the candidate resumes.

- The candidates will be provided with the details about the position for which they are being considered.
- The interview panel will be committed to conduct the interviews as per the process and schedules

11.2.3 Cooling Period

Candidates rejected in any of the interview rounds for a given position may re-apply only after a minimum period of 6 months from the time of rejection.

12.0 CAMPUS HIRING POLICY

12.1 The objective

The aim is to define and document the standardized guidelines for recruiting the candidates through campuses for technical as well as managerial positions (fresh pool of talent)

12.2 Eligibility Criteria for Identification of Campuses

- **For Engineering roles:** Candidates are recruited from grade 'A' engineering and management institutes (Based on all India ranking) across the country. Other institutes with same or equivalent reputation for their curriculum and quality of engineering and management students are also considered. Refer: [List of Colleges](#). However this list is not exhaustive and is subject to revision
- **For Management Trainees:** Candidates are recruited from top-ranked B-schools across the country. Refer: List of Colleges. However this list is not exhaustive and is subject to revision
- **For Project Trainees:** Project Trainees in technical and managerial areas who have done projects/ internships with TSI and meet the position requirements, will be considered for employment as Engineer/ Management Trainees. They will be given weightage as compared to other candidates during campus recruitment List of Campuses

12.2.1 List of Campuses for Engineer Trainees

S. No.	College Name
1	Institute of Technology, Banaras Hindu University, Varanasi (ITBHU)
2	NIT Warangal
3	NIT Trichy
4	NIT Rourkela
5	NIT Kurukshetra
6	NIT Suratkal
7	Motilal Nehru National Institute of Technology, Allahabad (MNNIT)
8	International Institute of Information Technology, Hyderabad (IIIT)
9	Indian Institute of information Technology, Allahabad (IIIT)
10	Birla Institute of Technology & Science, Pilani (BITS)
11	Delhi College of Engineering, New Delhi (DCE)
12	PESIT, Bangalore
13	RVCE, Bangalore
14	BMSCE, Bangalore
15	MSRIT, Bangalore
16	SJCE, Mysore
17	Acharya Institute of Technology, Bangalore
18	Model Engineering College, Cochin
19	Trivandrum College of Engineering, Trivandrum
20	Punjab Engineering College, Chandigadh

12.2.2 List of Campuses for Management Trainees

The management campuses are decided on the basis of requirements. The notional list is as below:

- o Institute of Management and Technology, Ghaziabad (IMT)
- o Management Development Institute, Gurgaon (MDI)
- o Faculty of Management Studies
- o S P Jain Institute of Management and Research
- o ICFAI Business School
- o Symbiosis Institute of Management Studies
- o SCMHRD
- o SIBM
- o BITM
- o JIMS

12.3 Other Policy Guidelines:

- Engineering and Management Trainees may be selected from other engineering colleges and B-schools apart from the above mentioned institutes. This decision shall be based on recruitment needs, availability of students from various campuses, compensation criteria and other critical factors concerning business. However there will be no compromise in the quality of students and the selection criteria
- Written Test/ Group discussions/ Interviews take place on the same day.
- If required, online test will be conducted through internal resources or with the help of an outsourced agency.

13.0 ON-BOARDING AND ORIENTATION POLICY

13.1 The Objective

The aim is to set the guidelines for on-boarding and orientation.

13.2 Eligibility and Applicability

All new joiners of OM are covered under this policy. This includes trainees, contract employees, retainers etc.

13.3 The Policy and Procedure

The Induction includes the following:

- Joining formalities,
- Providing necessary resources, and
- Orientation program

13.4 Joining

- The new joiner will submit a copy of following documents on the date of joining. HR Ops SPOC will verify these with the original documents
 - Proof of date of birth
 - Photo ID Proof
 - Copy of PAN Card
 - Qualification certificates
 - Relieving letter / experience letter from the previous employer
 - Four recent passport size photographs
- HR Ops SPOC will provide the appointment letter to the new joiner on the date of joining
- All new joiners will be allotted employee number on the date on joining
- The HR Ops team will ensure keeping the employee file & record for 8 years from DOJ
- HR will communicate the joining of the candidate on the day of joining through email
- New joiner should be briefed on the following
 - OM Vision, Mission and Values
 - Location of office / work area (keys and access)
 - Organizational structure (reporting lines, key personnel)
 - Hours of work (lunch and other breaks)
 - Details of amenities (library, toilets, key buildings/units)
 - Mail system (internal / external)
 - High level and immediately required policies and procedures (Example: Leave, travel)
 - How to obtain stationery supplies
 - Facilities for photocopying and printing
 - Parking arrangements

13.5 Orientation Program

13.5.1 Corporate Induction

- It will be a half day induction program conducted and the participants will be addressed about the following by the HR SPOCs
 - The orientation about Org structure , culture
 - Processes and Policy guidelines – Corporate functions

13.5.2 Business Induction

- It will be a half day induction program and the participants will be addressed about the following by the Business SPOCs
 - The Organization success story, high level business plan and strategy
 - The Orientation about OM Units and Functions (By Department Heads / Functional Representatives)

14.0 EMPLOYEE REFERRAL PROGRAM

14.1 The Objective

The objective of the policy is to define and document the process of recognizing and rewarding employee contribution in attracting talent to OM

14.2 Eligibility

- Inclusion – All permanent full-time employees of OM except as defined under exclusion
- Exclusion –
 - Directors & Top Management (Band PM4/SP4 & above)
 - Employees of HR Department
 - Managers involved in making the decision on hiring for the position
 - Employees on Contract

14.3 The Policy

The employees are encouraged to refer their friends, colleagues and relatives for open position posted for referrals. The policy will be governed by the following:

- The program offers the employees a cash incentive to recommend relatives, friends or former colleagues for vacancies within the company.
- An employment relationship where one person who is related to another has direct influence over the other's employment through decisions, recommendations or judgements related to such matters as appointment, assessment of work performance, salary, career growth and/or discipline.
- The employee entitled to the referral bonus should be active in system at the time of disbursement of reward
- Fresher's resume will not be considered as part of the referral bonus (the candidate with less than 1 year of experience)
- Ex-employees will not be considered for referral bonus until they complete 2 years outside of OM
- The employee would be eligible for the referral bonus only after the referred candidate successfully completes his/her probation period at OnMobile.
- Referral bonus shall not be paid in case the referred employee's employment is not confirmed post completion of probation period.
- Resume referred by the employee will be valid for three months only, i.e. if the referred candidate is considered for employment / under process within 3 months from the date of reference; the employee who referred the candidate will be eligible for referral bonus. After three months, the employee will not be eligible for referral benefits.
- The referral bonus will be paid in against the band of the candidate being referred by the employee

OnMobile Band	Referral Amount INR	Referral Amount USD
PM4/SP4 and above	75,000	1,500
PM3/SP3	50,000	1,000
PM2/SP2	35,000	750
PM1/SP1	25,000	500
IC2/IC1/S1/S2	15,000	300

14.3.1 The Resume Submission

- Employees can send the candidate's resume to boon@onmobile.com from their official email id only
- In the absence of the resume, employees can mail the following details of the referred candidate to boon@onmobile.com
 - Name of the candidate
 - Current Role
 - Current Organization
 - Years of Experience
 - Education and Qualifications (school, graduation / post-graduation) with % marks obtained
 - Mobile Number of Candidate
 - Personal E-mail ID of Candidate
- Employees would be updated on the status of their referral for active positions within 3 weeks from the date of submission of the resume.

14.3.2 Referral Bonus Payment

- Referral amount will be paid only for the resumes received through boon@onmobile.com
- The referral bonus will be paid along with the salary to the referring employee on the following month of confirmation of the referred employee
- The payment made will be subject to taxes as applicable
- The payout will be made in the local currency at the prevailing exchange rate

14.3.3 Generic Guidelines

- Employees can refer candidates only if candidates express interest in exploring career opportunities with OnMobile.
- Employees must refrain from contacting possible candidates at their work location and work specific mail id or contact numbers.
- Employees should reach out to potential candidate using their personal e-mail ID or contact number (avoid official email ID)
- The employee is responsible for due diligence on the candidate before referring

- HR will be the final authority on deciding the positions which will be filled through employee referral program.
- If duplicate referrals occur, the first referral received (based on the date of submission of resume) will be eligible for payment

15.0 RE-HIRING POLICY

15.1 Objective and Purpose

- To define the guidelines for hiring Ex-OnMobilians across various locations
- To ensure effective monitoring & control on the re-hire process

15.2 Scope & Applicability

- This policy covers recruitment of all categories of employees such as FTE's, FTE–Trainee, Consultants across all units
- This Policy does not cover recruitment of Intern, Contract & Sub Contract

15.3 The Policy

- OnMobile provides an opportunity to its eligible Ex-employees to re-associate with the Organization.
- The guideline to carry out such re-hiring is as below:
- No changes in salary, band and employment terms if the tenure outside OnMobile is less than 6 months
- Gating Criteria

In order to consider the candidate for re-hiring, he / she is required to be complied with the criteria mentioned below.

- The exit should be clean
 - There should not be any history of non-performance or disciplinary issues
 - The candidate's profile should match the role requirements as per JD
- CTC fitment shall be as per the guidelines issued by Compensation & Benefit team from time to time.
- The ex-employee shall undergo the recruitment & selection process

16.0

Notice Period Buyout and Joining Bonus

Notice period buyout and / or Joining Bonus options are available to expedite the onboarding of resources that are required for certain critical services or projects within a given period. Either or both the options can be considered based on the approvals as per the below matrix:

Job Band	Approving Authority
Up to Band PM2	Director – Talent Management
PM3/SP3 & PM4/SP4	Director – Talent Management & BU Head
PM5/SP5 & Above	Director – Talent Management & Global Head- HR

17.0 RECRUITMENT AND SELECTION Deviation & Changes

17.1 Exit criteria

The staffing process will be concluded by any of the following activities

- The candidate joins the organization and the open position is closed
- The new joiner is inducted into the respective department

17.2 Output

The staffing activities will result into following outcome.

- All open positions/ new positions created are filled as per committed timelines
- New joiners are inducted in a timely manner

17.3 Deviation to Policy

- Any deviation to this Policy will require an approval of the Global Head – Human Resources

17.4 Changes to the Guidelines

- Management reserves the right to amend, suspend or terminate specific guidelines whole or in part, from time to time as conditions warrant

18.0 References

18.1 Templates

- [Resource Requisition Form – \(Available online\)](#)
- [Interview Assessment Form](#)
 - [Technical](#)
 - [Non – technical](#)
 - [HR](#)
- [Reference check form](#)
- [Internal Parity Form](#)
- [Candidate profile form](#)
- [Employment joining kit](#)
 - [Welcome Note](#)
 - [SPOC Contact Details](#)
 - [Joining Report](#)
 - [Confidentiality and Intellectual Property Rights Agreement](#)
 - [Code Of Business Conduct & Ethics Acknowledgement](#)
 - [Whistleblower Policy Acknowledgement](#)
 - [Policy on prevention & Redressal of harassment Acknowledgement](#)
 - [Information Security Responsibilities Of Employees](#)
 - [Undertaking in lieu of relieving letter](#)
 - [Personal Details & Nominations Forms](#)
 - [Personal Data Form](#)
 - [Medical Insurance Form](#)
 - [Gratuity Form](#)
 - [ID card Form](#)
 - [Access Card Form](#)
 - [HR Ops. Form](#)
 - [Background Verification Form](#)

18.2 Guidelines

- [Salary Band and Matrix](#)

18.3 Checklists

- [Fitment Checklist form](#)
- [Joining Checklist](#)

18.4 Data Trackers

- [Sourcing Tracker](#)
- [Indent Tracker](#)
- [Offer Tracker](#)

19.0 INTERNSHIP POLICY & PROCEDURE MANUAL

19.1 Introduction

This policy and procedure manual is a guide for business managers, leaders, and HR team to provide specific guidance in hiring interns.

19.2 Scope

This policy is applicable to those who are pursuing or have completed their graduation / post-graduation and wish to apply for Internship program at OnMobile Global Ltd for a minimum term of 60 days.

19.3 Purpose

OnMobile Global Ltd supports internship programs that provide growth and learning opportunities to students or fresh graduates.

Interns are involved in education or training programs designed to provide them with professional experience in the furtherance of their education and training and are academically / professionally oriented for their benefit. Internships assist in enriching their knowledge and meet their academic goals by giving them the opportunity to augment classroom instruction with exposure to a real world employment setting.

Work performed by interns bear a relationship to their formal academic program or career interest. However, the interns will not be hired for:

- Displacement of regular employees or impair existing contracts for service
- Filling a vacant position
- Deployment as a supplemental workforce to enhance / expand the delivery of OnMobile services

• **Eligibility for Stipend/Benefits for Intern:**

- Interns are eligible to utilize the regular office transportation without any charges.
- Any internship programme duration which is more than 90 Days and above are eligible for stipend on monthly basis ranging from Rs.5,000 to Rs.15, 000 as per the below mentioned education level

Annexure 1

Education	Tenure	Stipend
Pursuing Graduation	Less than 90 days	No Stipend
	90 days or more	INR 5,000 per month
Completed Graduation / Pursuing Post Graduation	Less than 90 days	No Stipend
	90 days or more	INR 10,000 per month
Completed Post Graduation	Less than 90 day	No Stipend
	90 days or more	INR 15,000 per month

19.4 Establishing a planned Internship

An internship is a planned program to provide a meaningful learning experience applicable to the field of study or interest area. This requires structured assignments coupled with appropriate supervision, evaluation, and feedback. Learning objectives will be developed when considering an internship opportunity. It is beneficial to have clear job duties that identify the learning objectives or a defined project scope that demonstrates how the learning objectives for each individual will be met.

19.5 Procedure

The procedure for establishing an internship is as follows:

- **Define the Work Program** - Prior to requesting a position for the intern, the Hiring Manager should define a work program for the intern designed to provide meaningful experience applicable to the student's field of study.
- **Enter the Position Request into Jira** - The Hiring Manager raises an indent with the required information into Jira to initiate the position request.
- **BU Head Approval of Request** - After initiating the requirement, the BU Head will review the position request. If approved, the request is routed to HR for review/approval. The cost for the intern is bared by the concerned BU hence the stipend has to be considered
- **HR Team Review/ Approval of Request** - Recruitment Head reviews the request for approval/denial and if necessary contacts the Hiring Manager for additional information. Following approval of the position request, same will be submitted the request to the Recruitment Team.
- **Recruitment Team Initiates the Hiring** - Upon receipt of approval notification, the hiring team will initiate the hiring process.
- **Determine Internship Duration:** HR Team decides on the internship duration basis the requirement. However, minimum duration for the internship program is 60 days
- **Sourcing the Candidates:** Hiring team will source the potential candidates through the following sourcing means:
 - **Direct:** Candidates can be sourced directly from various colleges of repute or through Employee Referrals.
 - **OnCampus:** Students while pursuing their studies can be hired through OnCampus (Campus Hiring Process) for Internship from Colleges. can be absorbed as a full time employee (FTE) basis on business need / requirements.
- **Review Enrollment Criteria.** To qualify as a student intern, hiring team ensures that students must meet one of the three following enrollment criteria:

- **Selection Process:** An intern has to go through the regular selection process (Interview, Written Test / Technical / Aptitude, Group Discussion, Presentation) at OnMobile.
- **Hiring the Candidate.** The hiring team identifies the candidate and extends an offer letter confirming the internship.
- **Completion of the Hiring Process.** Once the candidate has been identified, OB records have to be updated with the student details and relevant stakeholders to be informed.
- **Intern Position Monitoring and project report:** The Hiring Manager must regularly review the duties performed by the intern(s) to ensure that they are engaged in meeting their learning objectives. It is recommended that the intern(s) provide(s) a presentation at the end of the internship or at appropriate intervals to demonstrate how the learning objectives were met. Student interns are supposed to submit their survey finding report upon completion of the program.
- **Termination / completion:** The internship may be terminated by either party at any time without cause or prior notice. Post the termination or completion of the internship, the intern and manager will be asked to fill a feedback form to determine the experience for the intern and potential of the candidate for future fulltime hiring. These forms are to be shared with the HRBP on/ before the last day. Basis on successful completion of the program, the intern(s) will be given an internship completion certificate.

19.6 Deviation to Policy

Any deviation to this policy will require an approval of the Global Head – HR

19.7 Changes to the Guidelines

Management reserves the right to amend, suspend or terminate specific guidelines whole or in part, from time to time as conditions warrant.