



# HEXAGON

## Staffing Practices

**Revision:** 1.2

**Last Reviewed:** 12 Nov 2024

**Next Revision Date:** 11 Sep 2025

# Contents

<b>1. Introduction .....</b>	<b>3</b>
<b>2. Scope &amp; Eligibility .....</b>	<b>3</b>
<b>3. Definitions .....</b>	<b>3</b>
<b>4. Guidelines.....</b>	<b>3</b>
<b>5. Procedure .....</b>	<b>3</b>
5.1 Sourcing.....	3
5.2 Selection Process .....	4
5.3 Rehires.....	4
5.4 Equal Opportunities.....	4
<b>6. Policy Administration &amp; Exceptions.....</b>	<b>4</b>
<b>7. Revision History.....</b>	<b>5</b>

## 1. Introduction

Staffing Practices outlined in the policy document are to ensure vacant positions are filled by recruiting qualified talent based on ability, experience, character, attitude, and aptitude as per the defined selection process.

## 2. Scope & Eligibility

Detailing out the scope and who all are eligible to this policy application

## 3. Definitions

Term	Definition
Relative of the employee	<ul style="list-style-type: none"> <li>❖ Mother/Father</li> <li>❖ Brother/Sister</li> <li>❖ Husband/Wife</li> <li>❖ Son/Daughter</li> <li>❖ Mother-in-law/Father-in-law</li> <li>❖ Son-in-law/Daughter-in-law</li> <li>❖ Brother-in-law/Sister-in-law</li> <li>❖ Aunt/Uncle</li> <li>❖ First Cousins</li> <li>❖ Nephew/ Niece</li> </ul>

## 4. Guidelines

The Talent Acquisition (TA) Team will consolidate and evaluate the Talent projections of the Organization. A Talent Requisition form needs to be filled by the Head of the Department/Manager/any other nominated individual of the respective team and sent to the TA Team. They will create a vacant Position in HexConnect & will share the Requisition number with the Hiring Manager for further approvals in the system. Once the job is approved, the TA team will find a suitable candidate for the Position as per the specifications given in the job details/Talent requisition.

It is recommended that relatives of an employee not be hired in the same department. Any exception to this should be expressly approved by the Department Head and HR Head.

## 5. Procedure

### 5.1 Sourcing

For all job positions, HCCI will recruit candidates from either the industry or the leading colleges/universities based on the specified needs. For reaching prospective candidates from the industry, the TA Team may use one or more of the following:

- ❖ Social Media
- ❖ Unsolicited applications
- ❖ Employee Referrals
- ❖ Walk-in interviews
- ❖ Agencies for executive search (preferably for senior positions only)
- ❖ Job Portals

HCCI Internal Document. All rights reserved.

- ❖ HCCI Website
- ❖ Internal Database

To reach the prospective candidates from the college/university, the TA Team will maintain regular liaison with the placement offices of recognized premier institutions and universities.

## 5.2 Selection Process

Selection of candidates from industry will always follow a process where both the TA Team and the Technical Departments are involved. This will, in general, involve the following stages :

- ❖ A TA representative will talk to the candidate to give an overview of the company and the vacant position. An initial screening to understand if candidate is a good fit (In terms of communication/relevance of experience/intent of joining etc.) to the position for which talent is sought.
- ❖ Written test for junior level talent (0-1 Years) is conducted in programming languages and aptitude for all software life-cycle functions.
- ❖ The first round of technical interviews is ideally done by TL/Manager and the second by the Executive Manager or any other nominated individual by the respective Department Head.
- ❖ Final interview and selection along with salary fixation is done by the TA Head or any other nominated individual of the TA team.
- ❖ The employment offer is contingent up on successful clearance of the Background verification conducted by the designated vendor. Below is the discrepancy matrix
  - Yellow: In consultation with the respective HRBP and CEC representatives, the case will be evaluated, and a decision will be taken post-approval by the Head of HR.
  - Red: The case will be communicated to the respective HRBP and CEC representatives. The offer will be revoked, and if the candidate has already onboarded, they will undergo a termination process.

## 5.3 Rehires

- ❖ Former employees may be considered for re-employment. They must submit a new application for employment to the TA Team.
- ❖ The TA Team will review the rehire status in HexConnect. After the review by the TA Team, the application will be processed by the normal employment procedure.
- ❖ When considering a candidate for re-employment, a note identifying the applicant as a "Rehire" is sent to the Department Head for information.

## 5.4 Equal Opportunities

It is the policy to provide equal employment opportunities to all employees and applicants for employment. No bias will be explicitly or implicitly implied in the recruitment process like discussions, interviews, advertisements, etc. There will be no discrimination because of caste, religion, color, sex, age, national origin, marital status, veteran status, or disability.

## 6. Policy Administration & Exceptions

The TA Team will be responsible and final arbiter for administering this policy.

## 7. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.0	12 Sep 2023	Updating policy to revised format	Manoj Patloori	Nousheen Khan
1.2	12 Nov 2024	Updated the BGV Clause in Selection process, Process has been in effect 1 <sup>st</sup> March 2023	Vinay Potta	Nousheen Khan