

Document Identification

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REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
1.0	18/01/2013	Initial Release	Rabindra	Souvik

1. POLICY PURPOSE

The purpose of this policy is to meet staffing needs of the company in fulfilling business operations demand timely and effectively.

2. POLICY SCOPE

The policy is applicable to all businesses at kreatio Software.

3. POLICY DESCRIPTION

The organization performs man power planning in consultation with the respective heads at the time of Planning Annual Budget, and will adopt appropriate recruitment strategies to achieve the staffing objective.

Candidates who best fit the job requirements and specifications will be identified for job offer.

Manpower Requisition (MR)

All requests of manpower, permanent or temporary should be initiated by raising a Man Power Request with clear job description and position requirements to HR. The HR department sought permission and take an approval for the opening before initiate the recruitment. The Offer of employment can only be made based on a completed MR. Replacement of headcount is normally on a one-to-one basis at the same level/post.

Recruitment Process

A recruitment effort will be initiated upon receiving an approved Man Power Request and suitable resumes will be collected from various sources and passed to the hiring manager/supervisor/teams for short listing. The short listed resumes will be send to HR for arranging the interview process. Resumes that are not short listed or unsuccessful employment application forms will be put on hold for a period of three (3) months, and subsequently will be scrapped and disposed.

Interview

HR will be responsible to arrange an interview for the candidate. Candidate will be given reasonable time to prepare for the interview. Outstation candidates will be reimbursed to & fro travel either 2nd AC train fare or Economy class Air fare by the shortest route depending upon the position to which they appear for Interview.

The interviewer will be notified of the interview arrangement / schedule at least 2 days in advance, unless it is a walk-in interview or due to unforeseen circumstances. The interviewer shall notify HR immediately if he / she is not able to accommodate the scheduled time so that alternate arrangement can be made.

The aim of the interview is to provide an opportunity for the interviewer to establish a match between the candidate and job opening. The interviewer should at no time communicate to the candidates on the compensation package, including salary.

An evaluation form should be filled-in by the interviewer after an interview is conducted

A second interview may be scheduled to obtain second opinion before the selection decision is made.

As far as possible, candidates should not be asked to return more than thrice for an interview on different dates so as to minimize inconvenience caused to the candidate.

All shortlisted candidates will compulsorily fill Company Application Blank for maintaining personal records.

Selection and Offer

Upon identification of a suitable candidate for the post, the interviewer should obtain the employment approval from the Head and forward the Employment Application form to HR for job offer.

HR will be solely responsible for establishing the in-hiring salary, co-ordinate pre-employment medical examinations, verifying academic certifications and testimonials prepare appointment letter and make job offer.

When the candidate has accepted the job offer by returning a signed copy of the offer letter, the hiring manager/supervisor will be notified of the commencing date of the new hire. The hiring department should make the necessary arrangements for the new hire.

Job offer may be withdrawn if the candidate is not able to commence work within the mutual agreed period with the Company. A letter of withdrawal will be then sent to the candidate.

Employment of Former Employee

A former employee, who has met the job requirements / specifications and wishes to return to the Company, may be considered for re-hire if the termination of previous employment with the Company is not on the grounds of gross misconduct.

If a former employee is offered a job with the Company, he shall be considered as re-hire and not re-instatement. Thus, the previous service with the Company will not be taken into consideration when computing any form of Company / Statutory benefit, including annual leave.

A former employee who is being offered a similar post that he / she has held previously, is not required to serve the probation period if the break from the Company is less than or equal to six (6) months.

When a former employee is offered a similar job as he / she has held previously in the Company, the terms and conditions including starting salaries, should be similar to what he / she has received in his / her last job with the Company if the break of service is less than a year.

Employment of Relatives/Family Members

The Company may employ a relative or family member of a present employee, provided that:

They are not in the same line of supervision;

One is not in a position that is considered as “sensitive” or “confidential”;

The candidate has met the job specifications and requirements.

In the event the above conditions are not met, one or both party concerned may have to be transferred out from their respective post or subject to termination of employment.

In-Hiring Salaries

In-hiring salaries should meet both internal and external equity.

Computation of in-hiring salaries will be based on the candidate’s academic qualification, relevant working experience and unique skills / knowledge that are critical to the job.

HR input and assessment will be considered when computing in-hiring salaries.

Candidates with relevant working experience may be eligible for higher salaries above the minimum starting salaries, which is being offered to fresh graduates or candidates with no relevant working experience.

4. POLICY DEPLOYMENT

The policy shall be deployed by HR department in coordination with all managers in the organization.

5. POLICY REVIEW

This policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review