



softcrylic

Softcrylic BGV Policy

Background Verification:

Purpose:

The employee background verification policy is to investigate the background of the new employee as part of our hiring process. Background checks help us:

- Get insight into employee background.
- Ensure we hire reliable employees.
- Verify employee information for truthfulness and accuracy

Scope:

This employee background check policy applies to all new employees of Softcrylic & subsidiary roll employees. It is executed as part of onboarding process. Vendor employees / Contractors will not be covered.

The information collected for BGV includes: -

- **Educational verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Employment verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information reason for departure and eligibility for rehire. This verification will be run on the past two employers.
- **Personal data verification:** Personal Details, address proofs, education details, Relieving Letter / Resignation Acceptance letter, Experience Certificate, Appointment Letter, Latest Salary Slip, Personal Reference Details. This process is conducted to verify the accuracy of the information provided by the applicant.
- **Criminal Check:** Perform criminal background investigation from county(s) of residence
- **Drug Test:** Perform drug test based on request from clients.

COMPANY will ensure that all background checks are held in compliance with existing laws.

- Self-authorization is collected from the applicant or employee.
- Report will provide information on general reputation, Last two Employment details such as Performance at work and eligibility for rehiring and Integrity.

Background Verification process must be initiated once the employee joins and the report to be obtained within 45 - 90 days of joining. If the report has a negative status, the case must be reviewed by HR along with Location head. Appropriate decision must be taken to deal with the employee on his further employment continuation status.



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Validation:

- Final report shared by the vendor is validated by HR Team. The BGV process of an employee is completed once the report is tagged as 'GREEN' by the external agency.
- HR Manager will take a call on case to case basis; If the BGV report is tagged as 'ORANGE / AMBER' due to insufficiency of data or any other discrepancy. Explanation is sought from the respective employee for re-initiation of BGV.
- Note: Among the last 2 employment check, if one is tagged as 'GREEN' and another is tagged as 'ORANGE/AMBER' then, HR Manager seeks explanation and concludes the BGV process with final decision based on satisfactory justification provided by the concern employee with supporting documents.
- If the BGV report of an employee is tagged as 'RED' due to any mismatch between the actual data and the data filled in the BGV form. On further investigation with the employee, HR Manager will advise the course of action including termination of service with the necessary approval in place.