

	UNITECH PLASTO COMPONENTS PRIVATE LIMITED	Doc No	UPCL/ESG/D/01Z
		Date of Doc	08/01/2024
		Rev No	00
	ETHICAL HIRING POLICY	Supersede	00

1. Purpose

The purpose of this policy is to ensure that all recruitment and hiring practices are carried out with integrity, fairness, and transparency, while promoting equal opportunity, diversity, and compliance with applicable labour laws and ethical standards.

2. Scope

This policy applies to all stages of recruitment, including job advertisement, candidate selection, interviewing, evaluation, and onboarding of employees, contractors, or temporary staff.

3. Key Principles

1. Fairness & Non-Discrimination

- Hiring decisions are based solely on merit, qualifications, skills, and job requirements.
- No candidate shall be discriminated against based on race, gender, age, religion, disability, sexual orientation, caste, ethnicity, or socio-economic background.

2. Transparency

- Job postings will clearly outline roles, responsibilities, qualifications, and expectations.
- Candidates will be informed about the recruitment process, timelines, and selection criteria.

3. Equal Opportunity

- Provide fair access to employment opportunities for all qualified candidates.
- Actively encourage applications from underrepresented groups.

4. Anti-Corruption & Integrity

- Recruitment decisions will not be influenced by bribery, favouritism, or personal relationships.
- Any form of monetary or non-monetary exchange for job placement is strictly prohibited.

5. Data Privacy & Confidentiality

PREPARED BY	REVIEWED BY	APPROVED BY
HR	PLANT HEAD	MANAGING DIRECTOR
		

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- Candidates' personal data will be collected and used only for recruitment purposes.
- Information will be stored securely and shared only with authorized personnel.

6. Respect for Human Rights & Labour Standards

- The company will not engage in child labour, forced labour, or exploitative hiring practices.
- Migrant and contract workers will be hired ethically with proper documentation, wages, and working conditions.

7. Accessibility & Inclusivity

- Recruitment processes will accommodate candidates with disabilities or special needs.
- Interview methods will be adapted where necessary to ensure fair assessment.

4. Implementation Guidelines

- Standardized interview panels and structured evaluation methods.
- Regular training for hiring managers on ethical recruitment and unconscious bias.
- Periodic audits of hiring practices to ensure compliance.
- Clear grievance redressal mechanism for candidates to report unethical hiring practices.

5. Accountability

- HR and Recruitment teams are responsible for enforcing this policy.
- Any violation may lead to disciplinary action, including termination of employment or cancellation of contracts.

6. Continuous Improvement

- The policy will be reviewed annually to adapt to evolving labour standards, legal requirements, and organizational values.

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