



Recruitment Policy

KSH Automotive Pvt Ltd

Effective from:01-04-2024

1. Purpose

This Recruitment Policy is designed to ensure a consistent, ethical, and equitable approach to hiring qualified individuals who align with the company's values, meet organizational needs, and contribute to sustainable business growth.

2. Scope

This policy applies to all hiring activities for permanent, temporary, contractual, and third-party employment across all locations and departments of KSH Automotive Pvt Ltd. This includes the recruitment of **foreign and migrant workers**.

3. Objectives

- Attract competent and committed talent aligned with business goals.
- Uphold labor rights, human dignity, and ethical recruitment practices.
- Promote diversity, equity, and inclusion in hiring.
- Comply with all applicable labor laws and international standards.
- Prevent exploitation through recruitment fees or deceptive hiring practices.

4. Guiding Principles

- **Non-Discrimination:** Hiring decisions will not be based on race, religion, caste, gender, age, disability, nationality, or other protected characteristics.
- **Fair Recruitment:** All recruitment is merit-based, with transparency in criteria and process.
- **Equal Opportunity for All Workers:** Includes **foreign and migrant workers**, who must receive equal and fair treatment, wages, and employment conditions.
- **No Recruitment Fees:**
 - **Workers must not be charged** any recruitment fees or related costs by KSH Automotive Pvt Ltd or its appointed agencies.
 - This includes application fees, placement charges, processing fees, or any other form of payment made to secure a job.



- **Recruitment-related costs are the sole responsibility of the employer.**
- The company will conduct **regular monitoring and audits** to ensure compliance, especially in cases involving third-party recruiters or labor contractors.

5. Recruitment Process

5.1 Workforce Planning

- HR and Department Heads conduct quarterly and annual workforce assessments.
- Open positions are validated with an approved Position Justification Form (PJF).

5.2 Job Posting and Sourcing

- Positions are advertised via internal job boards, official website, authorized recruitment agencies, and external platforms.
- All third-party recruiting agencies must sign a **Recruitment Compliance Agreement** stating that no worker will be charged recruitment fees.

5.3 Application Screening

- Transparent criteria are applied when reviewing applications.
- Equal opportunity is provided to local and migrant candidates.

5.4 Interviews and Selection

- Multi-stage interviews ensure competency and cultural alignment.
- The interview panel includes HR and functional representatives.
- Final selections require documentation of compliance with recruitment fee policy.

5.5 Background Checks

- Verification of academic, employment, and legal history.
- Additional verification steps apply to foreign workers, ensuring proper work authorization and visa status.

6. Onboarding & Orientation

All new employees, including **migrant and foreign workers**, undergo structured orientation covering:

- Company values and code of conduct



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- Health, safety, and emergency procedures
- Employment rights and grievance mechanisms
- Information on how to report unethical practices, including illegal fee collection

7. Monitoring & Compliance

- HR will conduct **periodic reviews and surveys** with newly hired workers to confirm no recruitment fees were paid.
- Third-party recruitment partners will be regularly audited.
- Any violation will result in disciplinary action or termination of the agency's contract.

8. Child and Forced Labor

KSH Automotive Pvt Ltd maintains **zero tolerance** for child labor (under 18 years) and any form of **forced, bonded, or trafficked labor**.

9. Documentation and Record Keeping

Recruitment records, including agency agreements, interview notes, and compliance checklists, will be maintained for **minimum 2 years**.

10. Review and Amendment

The policy will be reviewed annually and updated to align with changes in laws, industry best practices, and international labor standards.

Mr. Yongsung Kim
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