

	<b>BHARAT BALANCING WEIGHTSS &amp; CO</b>			<b>ANNEXURE</b>	
	<b>APPROVED BY</b>	<b>DOCUMENT NO</b>	<b>ISSUE NO</b>	<b>ISSUE DATE</b>	<b>REVISION NO.</b>
	<b>MD</b>	<b>BBW/ANX/58</b>	<b>01</b>	<b>10/4/2023</b>	<b>00</b>

## **BBW Recruitment, Privacy Policy and Procedures**

### **Objective**

BBW believes that Recruitment qualified individuals to fill positions contributes to the overall success of the company. Each employee is hired to make significant contributions to BBW. In Recruitment the most qualified candidates for positions, the following process should be followed.

### **Recruitment Process and Procedures**

#### ***Personnel requisitions***

Personnel requisitions must be completed to fill BBW positions. Requisitions must be initiated by the department supervisor/manager, approved by the division vice president and then forwarded to the human resource (HR) department.

Personnel requisitions should indicate the following:

- Position title.
- Position hours/shifts.
- Exempt or nonexempt status of the position.
- Reason for the opening.
- Essential job functions and qualifications (or a current job description may be attached).
- Any special recruitment advertising instructions.

#### ***Intake meetings***

HR will arrange a meeting with the Recruitment manager to conduct an intake meeting prior to posting a job opening to learn more about the position, the requirements and the profile of the ideal candidate. The recruiting strategy will be set during this meeting and expectations established with all the key stakeholders.

#### ***Job postings***

HR will create job postings that briefly describe the job opening and communicate BBW's brand. All job openings will be posted concurrently on BBW's intranet and externally with sources appropriate for the position being filled. Jobs will remain posted until the position is filled.

The HR department will be responsible for tracking all applicants and retaining applications and resumes as required.

#### ***Internal applicants***

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Current employees with a satisfactory employment status may apply for internal job openings. The consents of the employee's manager and the HR department may be necessary for employees with less than one year of service with BBW.

All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the HR department.

### ***Interview process***

The HR department and the Recruitment manager will screen applications and resumes prior to scheduling interviews. Initial interviews are generally conducted by the HR department and the Recruitment manager using behavior-based interview questions and a structured interview process. Candidate evaluation forms will be completed after each interview and retained with the application.

The HR department will notify applicants who are not selected for positions at BBW.

### ***Reference checks***

HR will conduct professional reference checks and employment verification on the top candidates based on the results of the candidate evaluation forms completed by the interviewers. A minimum of three professional references are required from each candidate.

### ***Job offers***

After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks and testing. Background checks will vary depending on the position and may include criminal history, credit history, driving record, drug testing or any other relevant information for the job.

Internal applicants must complete required background checks or tests not previously completed.

Once the HR department receives satisfactory results from all required background checks and tests, candidates will be provided with a final job offer. If a candidate fails to accept an offer of employment within 7 calendar days, the offer may be rescinded by the company.

### ***Privacy Policy***

1) Minimal Collection – Collect only the minimum necessary information, avoid collecting unnecessary information

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- 2) Guarantee of Rights: Obtain consent by informing the subject of personal information collection of the collection items, purpose, retention and use period.
- 3) Safety: In the case of transmitting/storing personal information, technical measures such as access rights, access control, and access records are implemented.
- 4) Information destruction: Destruction without delay when the purpose of use of personal information is achieved or the retention period has elapsed.
- 5) Purpose of use: Prohibition of use for purposes other than the consent of the individual, prior guidance and consent must be obtained when providing to a third part

10/4/2023



Managing Director