



RECRUITMENT POLICY

Manpower is one of the most important resources as utilization of other resources depends upon this. A well-motivated workforce will make the organization effective. In order to achieve optimum utilization of the workforce, it is necessary to diligently deploy manpower in both qualitative and quantitative terms.

It is the policy of the Company to recruit the **“Best talent for the right job”** which would meet the company’s present and future needs and the sourcing of the talent could be done internally as well as externally. Further, the Company is committed to build and preserve a robust integrity compliance culture, train its employees and take suitable action in case of any misconduct.

The policy is applicable to BEIL Infrastructure Limited and its group companies (hereinafter referred to as BEIL Group). BEIL Group consists of BEIL Infrastructure Limited, Enviro Technology Limited, BEIL Research and Consultancy Private Limited, Kerala Enviro Infrastructure Limited, Shivalik Solid Waste Management Limited, Coimbatore Integrated Waste Management Company Private Limited, Gharpure Engineering and Constructions Private Limited, Gharpure Engineering Vasai Virar STP Private Limited and Tatva Global Water Technologies Private Limited.

In the event of any doubts or questions concerning this policy, please seek advice from HR Department.

“Compliance Officer” wherever mentioned in this document refers to Compliance Officer of the Group.

1. RECRUITMENT PROCESS

- 1.1. The process of recruitment starts from manpower assessment and manpower planning. The company forecasts the manpower requirement to meet existing as well as future business needs.
- 1.2. Each department head or functional head has to prepare proposals for additional manpower. He should take into account separations by way of resignation, retirement etc. For sanctioning of manpower, a manpower requisition Form should be filled. This requisition Form shall be provided by the HR department.
- 1.3. The Director and CEO of respective entity (wherever applicable) duly approve the manpower requisition Form for all replacements/ new position.

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- 1.4. The HR department fills this requirement approaching various external agencies, posting on websites, scanning existing database, internal transfers.
- 1.5. The candidate has to undergo 2 rounds of interviews with 2 different panels and based on the decision a selection is made.
- 1.6. If a candidate is a relative of an employee, his employment in the company needs to be discussed with the director before an offer is made.
- 1.7. The outstation candidates are reimbursed for their travel expenditure by train. Air fare (Economy) is given only to candidates of a position of DGM and above, if the distance from their base to the interview base is more than 6 hours by train. There may be exceptions to this rule, but only with prior sanction from the management.
- 1.8. Once a candidate is finalized, an offer letter is given to him detailing the terms of employment and documents required etc.
- 1.9. The Employee shall be in the probation period for Twelve months from the date of Joining. Company will review the performance achievement at the end of the probation period. On successful completion of the probation his/her services will be confirmed in the Company. In case his/her performance is not found satisfactory then the probation period may be further extended or employment may be discontinued as per discretion of the management.
- 1.10. The candidate is asked to undergo a comprehensive medical examination in a company authorized or government recognised medical center. The medical center directly sends the reports to HR department in case of company authorized medical center.
- 1.11. BEIL group reserves the right to select or reject a candidate, and the decision is final and binding.

2. DUE DILIGENCE OF EMPLOYEES

- 2.1 BEIL Group's belief is that all Employees should be selected on merit, without any conflict of interest or favouritism. Appropriate disclosures should be made wherever required to maintain transparency.
- 2.2 The candidate needs to submit required / following forms / declaration:
 - (i) Employee Self Declaration Form: Form conforming that he/she have read, understood, and agree to comply with the directive issued by the

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group from time to time, including all the group policies and code of conduct.

- (ii) Conflict of Interest (CoI) declaration form from employees which covers details on aspects such as: direct or indirect relationship with any existing employees, competitors, customers, contractors, public officials engaged by the BEIL Group and directorship or ownership in any other business.
- (iii) Declaration Form for New Joinees: Confirmation by employee on termination from previous employment, engagement in any misconduct during past 3 years, subject to any open investigation for misconduct etc.

2.3 In case of any potential Conflict of Interest, HR Head shall inform to the Compliance Officer regarding such conflict. HR Head jointly with Compliance Officer shall ensure that the work assigned to this employee are not related to conflicted areas or they are not involved in any business dealings with conflicted entities.

2.4 Declaration form for misconduct provide information of misconduct by candidate in past with previous employer which in turn can be validated by previous immediate employer in "Misconduct declaration validation form" sent by Human resource department of BEIL Group.

2.5 HR department conducts the process of screening / verifying a candidate/employee's background information after employing him/her in the organization. It has become imperative to confirm and re confirm a persons' background, his character and his proposed experience. Employment Screening (verification) aids in eliminating such risks as workplace violence, internal thefts etc. The practice of employment screening as defined under shall be followed by group for all openings. Written confirmations shall be obtained from previous employer/s and the same along with filled forms, employment screening information shall be documented in respective personnel files.

2.6 Background check may be conducted for positions experienced officer and above in addition to the procedures followed for recruitment. Similarly, such additional steps shall also be performed in some circumstances, such as hiring former public officials. We may engage independent professional firms to conduct background check. HR department shall review the Background Check report. Candidates may be given an opportunity to explain/clarify adverse observations in the background check report. As a policy, candidates with unresolved adverse observations shall be terminated.

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Recruitment procedure include following for candidates:

- Interviews
- Details of Past employment (Relieve letters and certificates)
- Verification of educational qualification certificates in originals
- Address and identity records in originals
- Family details and Financial background
- Prior misconduct
- Medical Reports
- Social media account review
- Background check

2.7 Hiring public officials

Care must be exercised while hiring former public officials or persons associated with them as an employee, agent, consultant or a retainer. If a candidate / retainer are identified as a former public official or his/her immediate family member/s, consultation and approval from the Compliance Officer should be obtained prior to finalization of employment / business contract. Such approval should be provided by the Compliance Officer post assessment that the proposed candidate or retainer does / will not have material influence, or the employment / service is not directly related to the former position or not with an intent to influence decisions of any other public official.

It shall be ensured that same, or no less strict, hiring policies and procedures shall apply as applicable to a non-public official applying for such a position. We may engage independent firms/agencies to conduct background check. The report shall be reviewed by the Compliance Officer along with HR department for adverse observations. Remuneration offered to such candidates shall be within range of benchmarked market rates and proportionate to the role/responsibilities catered to.

The above assessment shall be documented in the personnel file of candidate along with the qualifications, compensation, and other required documents for the hiring process.

3. RECRUITMENT OF TRAINEES

Trainee type	Training Period	After completion of training they will be confirmed as follows
Management Graduate	1 year	Officer
G.E.T's (BE / ME)	1 year	Officer

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Systems Trainees	1 year	Officer
Trainees (MSc./MBA)	1 year	Officer/Chemist
Trainees (BSc.)	1 year	Jr. Officer/ Jr. Chemist

Candidate must have completed full time degree/course from any recognize university.

Post Completion of full time ME degree the Trainee/Officer will get ₹ 50,000/- rise in the salary package (Annual CTC)

4. FIRST DAY AT BEIL GROUP

4.1. The new entrant is required to submit/fill the following Forms/Information on the day of joining the organization.

- Joining forms
- Candidate Information form
- Statutory Forms like, Provident Fund, Gratuity, E.S.I.C (if applicable) etc.
- Group Mediclaim Insurance Form/Information
- Bank Account opening Form

4.2. The new entrant has to submit self-attested photocopies of the following documents along with originals which will be verified by HR person;

- Proof of age (School Leaving Certificate)
- Academic Certificates.
- Professional Certificates.
- Experience Certificates.
- Relieving Letter from the previous company.
- Four Passport -size photographs.
- Copy of PAN card and Aadhaar Card.

4.3. The appointment letter will be given to the new joiner subsequently. The copy of the appointment letter along with the joining details is also given to the HR personnel who is handling the payroll to enter details in the system.

5. JOINING EXPENSES

Notice pay as per agreed terms will be reimbursed on submission of documentary proof upon joining and subject to approval of the Management during interview.

6. EMPLOYMENT OF RELATIVES

Employment of relatives would be subject to written sanction from the management.

“Relatives” would mean brother, sister, spouse, children, niece, nephew, brother, and sister-in-law and first cousins of an employee.

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Revision History

Issue	Date	Description of amendment
R-0	01/01/2021	--- x --- x --- x ---
R-1	06/09/2021	list of criteria to be checked and disclosures to be obtained as a part of the due diligence procedures, guidance on conflict of interest, amongst others
R-2	01/01/2023	obtaining Misconduct declaration validation ('MDV') form at the time of employment screening process after a candidate has joined the organization
R-3	01/01/2024	Reference of Forms / declarations required to be submitted by new joinees,