



EMPLOYEE RECRUITMENT POLICY

REF : CEV/Policy/ER

ISSUE : A/02.01.2024

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1. Policy Statement

CEV Engineering Pvt Ltd is committed to a fair, transparent, merit-based, prevent hiring of underage worker and discrimination-free recruitment process that upholds equal opportunity for all candidates.

We aim to attract and retain the best talent regardless of race, color, gender, age, religion, nationality, disability, marital status, sexual orientation, gender identity or expression, socioeconomic status, or any other characteristic protected by applicable law. We uphold the principles of diversity, equity, and inclusion at every stage of the recruitment process.

2. Objectives

- To ensure consistency, fairness, and transparency in all hiring decisions.
- To prevent hiring of underage worker
- To provide equal opportunity for all applicants.
- To prevent discrimination, unconscious bias, and favoritism during recruitment.
- To align hiring practices with our diversity, equity, and inclusion (DEI) goals.

3. Scope

This policy applies to all stages of hiring, including:

- Job design and posting
- Candidate sourcing
- Screening and shortlisting
- Interviews and assessments
- Offer and onboarding

4. Recruitment Key Principles

a. Merit-Based Selection

Selection will be based solely on qualifications, skills, experience, and the ability to perform the essential functions of the job.

b. Transparency

Job postings will include clear, objective criteria and be shared internally and externally through accessible channels.

c. Prevention of Child Labour: Strict adherence to Indian laws and international conventions to prevent underage employment.



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d. Consistency

All applicants for a given role will undergo the same evaluation process and be assessed using standardized tools and criteria.

e. Zero Discrimination

No discrimination on the basis of race, religion, caste, gender, sexual orientation, disability, age, nationality, or any other protected characteristic.

5. Measures to Prevent Underage Worker & Discrimination

To ensure equal opportunity and eliminate bias, the following proactive measures are implemented:

a. Bias-Free Job Descriptions

- Use inclusive, gender-neutral language.
- Avoid requirements that are not essential (e.g., unnecessary physical requirements, language that may discourage underrepresented candidates).

b. Minimum Age for Employment

- No person below 18 years of age shall be employed in hazardous processes such as automotive manufacturing, welding, painting, chemical handling, or heavy machinery operations, as per Indian law.
- For apprentices or trainees, minimum employment age shall be 18 years in production-related activities.
- Contractors and third-party manpower suppliers must also comply and provide written confirmation of non-employment of child labour.
- Valid proof of age (Aadhaar Card, PAN Card, Passport, Birth Certificate, or Government ID) shall be mandatory for recruitment.

c. Structured Interview Process

- Use standardized questions for all candidates.
- Utilize a predefined scoring rubric to assess responses objectively.
- Ensure interviewers are trained in behavioral interviewing and fairness.

d. Diverse Hiring Panels

- Aim to include members of different backgrounds, genders, and departments on interview panels to minimize group bias.

e. Blind Screening (where feasible)

- Remove personally identifiable information (e.g., name, gender, age, address, photo) during resume screening.



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f. Unconscious Bias Training

- Provide mandatory training to all employees involved in hiring to help them recognize and mitigate their own biases.

g. Diversity Goals and Metrics

- Set measurable diversity hiring goals.
- Regularly review applicant pool demographics and hiring outcomes.

h. Accessibility & Accommodation

- Ensure the application and interview process are accessible to individuals with disabilities.
- Provide accommodations upon request, without discrimination.

6. No Recruitment Fees Charged

- No Fees Charged: Under no circumstances shall any employee or candidate be required to pay a fee or deposit for recruitment, selection, or onboarding.
- Third-Party Recruiters: All third-party recruiters must sign a compliance agreement confirming that they will not collect fees from candidates.
- Reporting Violations: Any attempt to solicit money from a candidate must be reported immediately to the HR department. Strict disciplinary action will be taken against violators.

7. Grievance Mechanism

Any applicant who feels they have experienced discrimination during the hiring process may:

- File a complaint with the HR department confidentially.
- Use the whistleblower mechanism available on our website portal or HR email.
- Request a review or clarification of hiring decisions.

All complaints will be treated with strict confidentiality and investigated promptly, with corrective action taken where necessary.

8. Roles & Responsibilities

- Hiring Managers: Ensure compliance with this policy, participate in training, and foster inclusive hiring practices.
- Human Resources (HR): Monitor compliance, train employees, analyze hiring data, and address grievances.
- Interviewers/Panelists: Apply selection criteria fairly, document evaluations, and avoid discriminatory behavior.



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9. Monitoring & Review

- HR will track and report diversity data and hiring patterns quarterly.
- This policy will be reviewed annually or when there are major changes in employment law or company practices.

10. Legal Compliance

This policy complies with all applicable local, national, and international employment laws and regulations regarding equal opportunity, discrimination, and workplace inclusion.

Effective Date: 02.01.2024

Young Jin Kim
Managing Director