



RECRUITMENT AND SELECTION

OBJECTIVE

VBHC seeks to recruit the highest caliber staff based on criteria like education, training and experience as required by the job as well as the work ethics and value system. VBHC also provide an equal opportunity for all qualified persons and not discriminate any one on race, gender, age, religious belief or nationality. Employment decisions will be based on merit.

Where appropriate, the Company may give priority to suitable internal staff to fill any vacant position before considering candidates from outside as part of the talent development program. This policy sets out the guidelines for authorization and procedures for recruitment.

SCOPE

This scope applies to Human Resource Department

POLICY

Employees are the biggest assets of the Company. Hiring managers and HR shall ensure that they hire the right candidates based upon personal, technical skills and relevant experience. Factors to be analyzed before hiring: whether the position is really required or can be managed with the existing staff. When there is a manpower requirement, respective HOD shall submit a Manpower Requisition to the HD Department after obtaining approval from the Management

All appointments must:

- Self-declaration form confirming “Medically fit”, shall be obtained at the time of appointment.
- Reference Checks of the candidate
- Documents Verification of the candidate
- Fulfill all rules, regulations and terms of employment;

Target Job Grade	Panel of Interview	Approving Authority on Final Offer
Management	MD & CEO	MD & CEO
VP (AVP, VP, SVP)	MD & CEO, COO & HR	MD & CEO
Manager (M1 to M5)	Hiring Manager, COO & HR	MD & CEO
Executive/Engineers	Hiring Manager, COO & HR	MD & CEO
Non-Executive (NE1 to NE4)	Hiring Manager & HR	MD & CEO



A contract or temporary employee may be converted to a regular employee if a vacancy arises and if the contract or temporary employee is found suitable for the job. For such conversions, unless approved or waived otherwise depending on the nature of the job, the employee's service date will be based on the conversion date and the employee will be required to serve the probationary period

RECRUITMENT PROCEDURE

Head of the Department prepares the manpower planning for their department and shares the Staff Requisition request through an email to the Human Resource Department (HRD) together with a Job Description Form.

Sourcing

HRD will proceed to source for suitable candidates. HRD shares the JD with following sources.

1. Job Portals
2. Social Media Hiring
3. Existing Database
4. Employee Referrals
5. Head Hunting
6. Campus Recruitment

Selection Process

- HRD will shortlist the candidates and do the pre-assessment, once shortlisted schedules for the next level of the interview. HRD should acknowledge and notify ad-hoc write-ins and referrals even if there is no interest.
- Some profiles which are sourced by the Department Head or Functional Managers should be forwarded to the HR for assessment.
- An Interview Panel comprising representatives from the HRD will conduct the selection interviews.
- The Interview Panel will document their assessment and recommendation of the interviewee. The Interview Assessment / Approval Form is a guide for assessment for all the shortlisted candidates
- All the salary negotiations will be made only by HR. The candidates will be requested to send their documents for verification and negotiation.
- The compensations will be based on the Internal Equity Matrix. This would also vary for cities based on the tier levels.



- The HR department in consultation with Department Heads will decide on the final candidate to hire and the compensation package to offer.
- HRD will then seek the necessary approval from the relevant Approving Authority for final offer.
- HRD will initiate the following actions:

Reference Checks:

- Reference check for the employees till the Managerial category shall be carried out through the internal mechanism prior to the interview process. For the categories above VP level, the reference checks shall be conducted through external consultant prior to the interview process.

Offer letter

- Selected candidates shall be issued an offer letter from HR.
- Offer shall be revoked if the candidate does not join on the date mentioned.

Buy off Notice Period

Notice period will be bought out in exceptional cases only i.e. if the candidate is required to join the company urgently. Payment of notice period will be made only after getting concerned HOD's request for the same and approval from the MD & CEO



EMPLOYMENT CATEGORIES

OBJECTIVE

VBHC seeks to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, gender, age, religious belief or nationality. This applies to recruitment, promotion, training, transfer, retention, pay and other conditions of employment. Employment, transfer, promotion and advancement are based on individual merits.

We engage staff through many different employment contracts to support our business objectives and staffing needs. This policy sets out the definitions of staff categories.

DEFINITIONS

- **Regular Full-Time**

The Term "Regular Full-Time" is applied when an employee enters into a contract of service with the Company with no fixed duration. You are normally scheduled to work the standard workweek

- **Contract**

The Term "Contract" applies when a person is appointed on a contract basis if his/her contract of service is for a specific period. The terms and conditions of engagement are determined and agreed between him/her and the Company. These are spelt out in your contract of service

- **Part-Time**

Employed on a part-time basis. The total workweek hours are less than the standard workweek. The compensation and benefits are specified in the contract of service

- **Temporary**

A person may be engaged on a temporary basis to work either a full or partial workweek to relieve workload or replace regular employees who are temporarily away from work or for specific short-term projects. The period of employment shall not exceed 6 months, with the specific understanding that employment will end at or before the completion of the period or project. Under the temporary employment, the person is not eligible for company benefits.



EMPLOYMENT OF RELATIVES

OBJECTIVE

Even though VBHC gives consideration, in the hiring, placement and transfer of relatives of its employees, this policy set policy sets out the guidelines on employing relatives as well as dealing with conflicts arising from such employment.

POLICY

- We use the term “relatives” to refer to any person who has a relation by blood or marriage within the third degree with our employee. We also include people who live together in a domestic partnership or children who were adopted. This includes: parents, step-parents, grandparents, in-laws, spouses or domestic partners, children, step-children, adoptive children, grandchildren, siblings, uncles, aunts, nieces and nephews.
- VBHC will consider hiring, placement and transfer of any employee’s relative so long as there is no conflict arising. A conflict arises when they directly or indirectly supervise an employee who is a relative (or vice versa). A conflict may also arise where the placement of a relative compromises confidentiality, security or morale.
- Indirect supervision refers to an influential relationship on the decision making, operating results or performance review of a relative or a relative's department.
- HR department, in consultation with the Head of Department will decide whether a conflict exists. Where there is no conflict, the related employees may work in the same department but may not report to the same supervisor.
- Heads of Department must ensure that potential new hires do not violate this policy before making any employment offer. They should refer to the HR department when in doubt.
- Employees are also responsible for declaring any existing relationship with another staff in the Company. For example, prior to employment, they must declare in the Application for Employment form if they have any relatives working in the Company / Group. During their employment, they must inform the HR department of changes in the relationship. Company will take disciplinary action if they fail to do so.
- In cases where the relative of the Head of Department reports to them, the conflict must be referred to the HR Department who will review and approve the assignment or transfer after consulting the MD & CEO.
- Heads of Department and supervisors should inform the HR department of possible violation of this policy as a result of marriage, legal guardianship, adoption, etc., between staff in the same department. HR department will review and approve the assignment or transfer of affected staff.



REHIRING PROCEDURE

OBJECTIVE

VBHC may, from time to time, re-hire staff who have resigned who bring with them relevant expertise and skills required by the Company. This policy sets out the guidelines and procedures to re-hire these staff.

POLICY

VBHC at Management discretion, re-hire a former staff or retiree subject to the following conditions:

- There is a business need to hire the former staff or retiree who has the relevant skills;
- Former staff or Retiree had good performance and conduct during his last three years of service;
- Former staff or Retiree enters new employment contract incorporating new salary and employment package.
- Re-hired staff will serve a 3-month probationary period, and their service date (for long service award) will start from the date of re-hiring.

In the event the former employee was retrenched, the hiring manager with the concurrence of the HR must seek further approvals from the MD & CEO.

Former employees who fall into the following categories will not be re-hired:

- Those whose services have been terminated or those who are dismissed by the Company;
- Those who have left service without serving the full notice period and without paying salary in lieu of notice;
- Those whose performance records were poor.

PROCEDURE

Former employees who wish to re-join the Company may submit a written application to the HR department.