



# Responsible Recruitment Policy

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Prepared by	Silpa Moola		
Reviewed by	Kalyani Gajarla, Chithra Thomas		
Approved by	Madhav Vijjali		

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## Document Amendment Record

A – Added, M – Modified, D – Deleted

S.No	Date	Version No	Page No	Change Mode (A/M/D)	Brief description of change
1	18 Dec 2023	1.0	All		Initial Version
2	09 July 2024	2.0	5	M	Modified the Non-Discrimination clause
3	20 Dec 2024	3.0	6	A	1) Interview Selection Process clause added under Section 5.6 Non-Discrimination 2) Hiring Metrics clause added under Section 5.11

## Table of Contents

<b>1</b>	<b>PURPOSE.....</b>	<b>4</b>
<b>2</b>	<b>SCOPE .....</b>	<b>4</b>
<b>3</b>	<b>DEFINITIONS .....</b>	<b>4</b>
<b>4</b>	<b>RESPONSIBILITIES .....</b>	<b>4</b>
<b>5</b>	<b>POLICY GUIDELINES.....</b>	<b>4</b>
5.1	EMPLOYMENT IS FREELY CHOSEN .....	4
5.2	SAFE AND HYGIENIC CONDITIONS.....	4
5.3	CHILD LABOUR .....	5
5.4	WAGES .....	5
5.5	WORKING HOURS.....	5
5.6	NON-DISCRIMINATION .....	5
5.7	REGULAR EMPLOYMENT .....	5
5.8	HARSH OR INHUMAN TREATMENT.....	6
5.9	FURTHER STANDARDS .....	6
5.10	MONITORING .....	6
5.11	METRICS .....	6

## **1. PURPOSE**

This policy demonstrates Wissen's commitment to ensure that all its employees are recruited, and (if relevant) supplied, ethically and professionally and the protections that apply to all employees throughout their application, recruitment and subsequent employment or supply.

The objective of this policy is to have a:

- A business strategy, structure, and governance compatible with operating legally, ethically and sustainably.
- Ethical standards of recruitment that are embedded throughout the recruitment process
- Open and transparent relationships are developed and maintained between Wissen and staffing agencies who work together strategically for mutual benefit.
- An employee-centered approach to ensure high levels of job satisfaction and engagement.

## **2. SCOPE**

This policy is applicable to the talent acquisition department and all its vendors, consultants and sub-contractors.

## **3. DEFINITIONS**

NA

## **4. Responsibilities**

NA

## **5. CLAUSES COVERED UNDER THE POLICY**

### **5.1 Employment Is Freely Chosen**

Wissen believes that all employees are free to leave the company of their own accord at any time by serving the requisite notice period mentioned at the time of joining and does not believe in or encourage forced, bonded or involuntary employment.

### **5.2 Safe and Hygienic Conditions**

Wissen ensures that all its employees receive regular and appropriate health and safety training on an on-going basis and that hygienic conditions are maintained at workplace.

### 5.3 Child Labour

Wissen does not recruit child, bonded or forced labour of any description. Young workers are supported in the business, and Wissen is compliant with all national legislation in relation to their employment.

### 5.4 Wages

Wissen ensures equal access to jobs and equal pay for work of equal value.

All employees shall be provided with clear written information about their employment conditions in respect of wages before they join the organization. All employees will receive written (including electronic formats) clear information about their wages for the pay period concerned each time that they are paid. In case a new employee needs to move to a different location in order to carry out his employment with Wissen, a fair relocation amount is paid to the employee on joining.

### 5.5 Working Hours

Wissen ensures that employees are made aware of their working hours, which is usually not more than 40 hours, before they join the organization.

Overtime is voluntary and employees will not be required to regularly work in excess of 48 hours per week and will be provided with at least two days off for every 7-day period on average.

### 5.6 Non-Discrimination

Wissen ensures that our recruitment practices protect employees and give fair, consistent and equal treatment so that there is no discrimination in recruitment, pay or promotion decisions based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation or political affiliation.

Wissen Infotech is committed in implementing strategic TA hiring practices to mitigate unconscious bias and promote diversity in the recruitment. TA hiring involves removing personally identifiable information such as name, gender, age, ethnicity from resumes and job applications during the initial stages of recruitment. This approach ensures that candidates are evaluated solely based on their qualifications, skills, and experience, leading to fairer and more equitable hiring decisions.

- Interview Selection process: As part of the interview panel selection process, preference will be given to candidates who represent diverse backgrounds, perspectives, and experiences. The selection criteria will not take into account factors such as gender, race, ethnicity, age, sexual orientation, disability status, and cultural background to ensure that the interview panel reflects the diversity of our workforce.

### 5.7 Regular Employment

Wissen promotes permanent employment wherever possible and works with its clients so that it can adopt a planned approach to the use of resources from staffing agencies.

Wissen encourages in hiring employees across pan India, by accommodating the diverse needs of employees such as remote work options, flexible hours and part-time opportunities.

## 5.8 Harsh or Inhuman Treatment

Wissen is strictly against any harsh or inhumane treatment towards its employees or consultants and stakeholders. Actual or threatened physical abuse, sexual or other harassment, or verbal abuse or any other form of intimidation or bullying are strictly prohibited and regarded as gross misconduct under the Company's Disciplinary Procedure.

## 5.9 Further Standards

Wissen ensures that:

- No recruitment fees or related costs are paid by employees, and where evidence of fee- charging is discovered, employees are reimbursed, and strict action is taken against those who practice this in the organization.
- Job offers are clear and accurate. All employees understand both the nature of the work required and the terms and conditions related to the job.
- The original documents of employees are not retained. The collection, storage and processing of employees' documents and personal data accords with national law and the principles of confidentiality, proportionality and necessity.
- Only those candidates are hired who have the legal eligibility to work in the country, region and job role, and for the role they are recruited/supplied for.
- 'Imposters' and 'hidden' employees are prevented from getting into the organization
- Staffing Agency employees are employed/engaged in a formal and lawfully recognized relationship appropriate to their working arrangements and they are offered regular work.
- Appropriate remedy is accessible to all employees during their recruitment and supply.

## 5.10 Monitoring

Monitoring may include confidential employee surveys, internal audits, observations, and management feedback.

## 5.11 Metrics

To effectively measure TA team success, Wissen uses a mix of quantitative and qualitative data, regularly assess the recruitment process, and ensures continuous improvement. Key metrics for

measuring the effectiveness of TA hiring are as below:

### **1. Diversity Metrics**

**Candidate Demographics:** Track the demographics of the applicants at various stages of the hiring process to measure if there's an increase in diverse candidates (e.g., gender, race, ethnicity, disability, etc.).

**Diversity of Shortlisted Candidates:** Measure whether the diversity of candidates moving forward in the hiring process improves as a result of removing identifying factors from the initial stages.

### **2. Candidate Experience**

**Applicant Satisfaction:** Gather feedback from candidates about their experience with the hiring process. This can reveal if the hiring process is perceived as fairer or more transparent.

### **3. Recruitment Speed & Efficiency**

**Time-to-Hire:** Measure the average time taken to fill positions right from the requisition created date to the onboarding of the candidate

**Interviews per Hire:** Track how many interviews, on average, are conducted before a hire is made. A reduction in the number of interviews may indicate more precise candidate selection.

**Stage-to-Stage Conversion Rates:** Track how many candidates move from each stage (application → interview → offer → hired) to see if hiring practices influences candidate flow. If more candidates are advancing, the process might be more inclusive and effective.

### **4. Quality of Hire**

**Hiring Manager Satisfaction:** Survey hiring managers to determine their satisfaction with the quality of candidates and hires after implementing TA hiring. Quality can be judged based on performance metrics, skill competency, and cultural fit.

**Performance Review Outcomes:** Measure the performance of hires from hiring initiatives. This can include initial performance reviews or key performance indicators (KPIs) after a set period of employment.

**New Hire Retention Rate:** Track the turnover of new hires from hiring processes. A higher retention rate could indicate successful matching of candidates to roles based on their actual competencies.

### **5. Cost Effectiveness**

**Cost-per-Hire:** Measure if the cost of recruitment changes with the adoption of hiring. In theory, it may either increase or decrease depending on the tools and resources required to implement the process.

**Sourcing Efficiency:** Utilization of Diverse sourcing channels (Job Boards, Employee Referrals, Campus Referrals, Hackathons etc) leads to approach by broadening the talent pool and thereby resulting in increase of hiring speed.

### **6. Legal and Compliance Metrics**

**Compliance with Equal Employment Opportunity (EEO):** Ensure that the TA hiring process complies with equal employment laws and regulations, including EEO guidelines. Tracking this can help organizations stay within legal boundaries while promoting diversity.

Discrimination Complaints: Track whether there are any complaints or challenges related to perceived discrimination during the hiring process.