

## **Employee Hiring Policy**

### **Objective**

Amit Sahita believes that hiring qualified individuals to fill positions at the company contributes to the overall strategic success of Amit Sahita. Each employee, while employed, is hired to make significant contributions to Amit Sahita. In hiring the most qualified candidates for positions, the following hiring process should be followed.

### **Hiring Process and Procedures**

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

Personnel requisitions must be completed to fill company's positions. Requisitions must be initiated by the department supervisor/manager, approved by the proprietor.

Personnel requisitions should indicate the following:

- Position title.
- Position's 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.

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

All job openings are posted on company's website and bulletin boards for employees to review. Jobs will remain posted until the position is filled. Job postings are updated every month.

#### ***Recruitment advertising***

Positions are advertised externally based on need and budget requirements.

#### ***Interview process***

The department head / manager / proprietor will screen applications and resumes prior to scheduling interviews. Initial interviews are generally conducted by the manager.

Interview questions should be compiled by the interviewing team and reviewed by the HR department prior to the interview.

The department head / manager will notify applicants who are not selected for positions at Amit Sahita.

#### ***Reference checks, criminal background checks***

After a decision has been made to hire a particular candidate, an offer will be made to that individual contingent on satisfactory completion of reference checks and criminal background checks. The department head / manager will check references for all candidates.

#### ***Job offers***

If the department head / manager receives satisfactory results from the reference checks, criminal background check, it will notify the candidate to confirm the job offer.

#### ***Initial start date and orientation***

On an employee's start date, the employee will complete required paperwork and an orientation with the department. The new employee's manager or supervisor is responsible for providing a department orientation for the new employee.

## **Employees Training Programme**

An ongoing employee training program should be conducted by the Principal Officer and Senior Management. Participation of all the Key Employees in the Seminars conducted by various Regulatory bodies from time to time are made mandatory so that the staffs are adequately trained in AML and CFT procedures. All the Circulars issued by various Regulatory bodies including that of PMLA, are circulated to all the staff Members and the same are also being discussed in length, in the Training Program'. Training program shall have special emphasis on frontline staff, back office staff, compliance staff, risk management staff and staff dealing with new clients. It is crucial that all those concerned fully understand the rationale behind these directives, obligations and requirements, implement them consistently and are sensitive to the risks of their systems being misused by unscrupulous elements.

Our training will include, at a minimum: how to identify red flags and signs of money laundering that arise during the course of the employees' duties; what to do once the risk is identified; what employees' roles are in the firm's compliance efforts and how to perform them; the firm's record retention policy; and the disciplinary consequences (including civil and criminal penalties) for non-compliance with the PMLA Act.