



Hiring policy

Our hiring policy prioritizes talent, diversity, and ethical practices. We conduct thorough assessments to ensure candidates align with our values and possess the required skills. Our procedures involve a multi-stage interview process, including technical evaluations and cultural fit discussions. We foster an inclusive workplace, encouraging applications from individuals of all backgrounds.

Hiring Policy

This policy is established to hire the most qualified individuals for each position, in alignment with relevant employment laws and organisational values. The policy outlines the goals for the execution with a focus on attracting capable individuals to fulfil a position with the most suitable candidate. Selection is based on the candidate's abilities, qualifications, and competencies necessary for the job, without discriminating their gender, disability, nationality, race, religion and other similar factors.

Agrocrops hiring is guided by the following principles:

- Agrocrops is an equal opportunity employer and all vacancies will be filled based on skills, experience and competency
- Our hiring process will be transparent, timely, cost-effective, equitable and free from conflict of interest
- The minimum age for employment is 18 (eighteen) years and Agrocrops shall not recruit any persons under the age of 18

Our hiring process is meticulously crafted to eliminate any form of bias, whether conscious or unconscious, in our hiring decisions. Our goal is to ensure that our workforce and decision-making accurately mirror the diversity of our global community, emphasizing gender balance and representation of excluded and under-represented groups. Through these efforts, our objective is to appoint the most qualified individuals for each role, providing every staff member, associates including interns an equal opportunity to advance in their careers and retaining a pool of talented and diverse staff.

I. Selection

a) Hiring through external sources

- Job portals: publish advertisements on job portals and professional networks
- Consultancies: hire specialized roles through recruitment consultancies

b) Internal hiring

- The profiles of the internal candidates are shortlisted as per the job description, requirements and recommendation of the concerned department with the consent of HRD. If shortlisted, the candidates are called for the interview.

c) Interview process

- Preliminary interview by HR department
- Technical interview by department head
- Final interview by the CEO/CMD

II. Appointment

- a) Based on the final interview recommendations including the compensation negotiated on the basis of candidate's experience, qualifications, existing compensation and upon background verification, HR department informs the successful candidates immediately via email and obtains confirmation with joining date
- b) Upon receiving the candidate's confirmation, an offer letter will be issued formally
- c) The offer letter to contain: i) Roles and responsibilities of the job, ii) Designation, iii) Place of employment, iv) Probation period, v) Compensation structure, vi) Performance evaluation process and other terms and conditions of employment that apply

III. Induction and training

HR department provides a comprehensive induction to ensure a positive start in the organization. It is also an ideal time to identify and develop professional and personal goals of the candidate to become efficient in the job as quickly as possible. It is tailored to the needs of a new recruit and the specific areas of responsibility that they will hold.

- a) A detailed orientation on the company history and various policies
- b) Introduction to other employees and other departments
- c) Understanding technical competencies of the job to be handled and career advancement
- d) Training on various functions and departments within the organization to familiarize about the business approach and sustainability, systems, rules and regulations

Agrocrops is an equal opportunity employer. Any complaint regarding our hiring process shall be addressed through our grievance redressal mechanism.

IV. Review of policy

This policy may be reviewed from time to time as may be required. Changes, if any, shall be effective only upon approval by the board

Version No.	Approval Date	Effective Date	Version Change	Version owner	Approved by
1	20-06-2018	01-07-2018	First version	Dilip Kumar Senior Manager HR	Bhavani Saravanan CMD
2	20-06-2023	01-07-2023	Second version	Dilip Kumar Senior Manager HR	Bhavani Saravanan CMD