****

Human Resource (Recruitment) Process

**Revision History**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ver. No | Date | Comments | Author | Review By | Approved By |
| 0.1 | 10th May 2008 | Initial Draft | Sohit Yadav | Mr. Sudhir Saxena | Mr. Sudhir Saxena |
| 1.0 | 31st May 2008 | Initial Release | Sohit Yadav | Mr.Sudhir Saxena | Mr. Sudhir Saxena |
| 1.1 | 15th June 2012 | Update section 3 | Sohit Yadav | GM Dua | GM Dua |
| 2.0 | 31st Oct 2013 | Update section 4.1, 4.3, 4.9 & 4.12 | Sohit Yadav | Rahul | Ajay Kumar Zalpuri |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Table of Contents

[1. Objectives 1](#_Toc385357611)

[2. Entry Criteria 1](#_Toc385357612)

[3. Inputs 1](#_Toc385357613)

[4. Process 1](#_Toc385357614)

[4.1 Security Policy and ISMS Manual 1](#_Toc385357615)

[4.2 Leave and Holiday policy 1](#_Toc385357616)

[4.3 Sexual harassment Policy 1](#_Toc385357617)

[4.4 Separation Policy 1](#_Toc385357618)

[4.5 Relocation Policy 1](#_Toc385357619)

[4.6 Reference Check Policy 2](#_Toc385357620)

[4.7 Absconding employee Policy 2](#_Toc385357621)

[4.8 Appraisal Process 2](#_Toc385357622)

[4.9 Internet` usage Policy 2](#_Toc385357623)

[4.10 Grievances Policy 2](#_Toc385357624)

[4.11 Flexi Hours Policy 2](#_Toc385357625)

[4.12 Disciplinary Action Process draft 2](#_Toc385357626)

[4.13 Company property Policy 2](#_Toc385357627)

[4.14 Background Check Policy 2](#_Toc385357628)

[4.15 Alcohol & Drug abuse policy 2](#_Toc385357629)

[5. Outputs 3](#_Toc385357630)

[6. Exit Criteria 3](#_Toc385357631)

# Objectives

This Process Document is designed in the manner, which, facilitate any new member of HR with the complete understanding of each process step by step. Moving further, it will also help us in tracing the process whenever required and incorporating the changes. This document does not cater to the requirements of Recruitment and new Joinee, for which there is separate process.

# Entry Criteria

Joining report of employee

# Inputs

All matters related to providing facilities to the employees including but not limited to leave, flexi hours, disciplinary actions, POSH handling, background checks etc.

# Process

Once an employee joins the organization, he/she will be governed by the policies and processes defined in the Organization. Following are the policies available, the purpose of which is available against each of them.

## 4.1 Security Policy and ISMS Manual

This is to ensure that Information security management systems requirements are being adhered. All requirements are mentioned in the [ISMS Manual](http://iqms.svamindia.com/qms/NST-ISMS-Manual-V2.6.pdf)”

## 4.2 Leave and Holiday policy

This provides the details of entitlement to the employees of NST and this document is available at “[NST LEAVE POLICY](https://hrms.svamindia.com/Document/CompanyPolicy/NST%20REVISED%20LEAVE%20POLICY-EffectiveFromJuly-2017.pdf)”

## 4.3 Sexual harassment Policy

This provides the details of protection available against sexual harassment and organization policy for the same. This document is available at “[POSH Policy](https://hrms.svamindia.com/Document/CompanyPolicy/POSH%20Policy.pdf)”

## 4.4 Separation Policy

This provides the details of process needs to be adopted for relieving the employee from the services of organization, in case for resignation / termination of employee. This document is available at “[Separation Policy](https://hrms.svamindia.com/Document/CompanyPolicy/NST-CPO-15-Separation%20Policy%201.2.pdf)” and [Separation Policy - US consulting and Domestic consulting](https://hrms.svamindia.com/Document/CompanyPolicy/NST-CPO-15-Separation%20Policy%20-%20US%20consulting%20and%20Domestic%20consulting%20-%201.1.pdf)

## 4.5 Reference Check Policy

This provides the details and incidences, when the reference check is required to be collected and also what information needs to be collected. This document is available at “[NST-CPO-10-Reference Check Policy](../Policy/HR%20Policies/NST-CPO-10-Reference%20Check%20Policy.doc)”

## 4.7 Absconding employee Policy

This provide the detailed guidelines and process to be followed for employees who absconds from work without prior notice This document is available at “[Absconding Employee Policy](https://hrms.svamindia.com/Document/CompanyPolicy/NST-CPO-01-Updated%20Absconding%20Employee%20Policy%2022.pdf)”

## 4.8 Internet` usage Policy

This provides the detail guidelines for using computer, email and internet to all the employees. This document is available at “[NST-PO-10-ISMS-IEM-Internet & Electronic Messaging Usage Policy](http://iqms.svamindia.com/qms/Policies%20&%20Procedures.html)”

## 4.10 Flexi Hours Policy

These documents indicate the process of flexi hours working as this provides flexibility to the employees with regard to their work timings. This document is available at “[Flexi Hours Policy](https://hrms.svamindia.com/Document/CompanyPolicy/NST-CPO-06-Updated%20Flexi%20Hours%20Policy.pdf)”

## 4.11 Disciplinary Action Process

These documents indicate the process to be adopted to take action against erring employees. This document is available at “[NST-CPO-14-Disciplinary Action Process](../Policy/HR%20Policies/NST-CPO-14-Disciplinary%20Action%20Process.docx)”

## 4.13 Background Check Policy

These documents indicate the process to check the background of employees on client demand with the help of a third party (background verification agency). . This document is available at “[NST-CPO-04-Background Check Policy.docx](../Policy/HR%20Policies/NST-CPO-04-Background%20Check%20Policy.docx)”

## 4.14 Alcohol & Drug abuse policy

These documents indicate the guidelines and process to deal with employees in matters related alcohol use and also drug addiction. This document is available at “[Alcohol- Drug Abuse Policy](https://hrms.svamindia.com/Document/CompanyPolicy/NST-CPO-02-%20Updated%20Alcohol-%20Drug%20Abuse%20Policy.pdf)”

# Outputs

1. Leave record
2. Attrition list
3. Reference Check forms
4. Background check details
5. Appraisal list
6. Disciplinary action cases and their disposal records.

# Exit Criteria

It is an ongoing process.