

## Employee Background Check Policy

### **Policy brief & purpose**

Our employee background check policy refers to our guidelines for investigating our job candidates' backgrounds as part of our hiring process. Background checks help us:

- Get insight into candidates' background.
- Ensure we hire reliable employees.
- Verify candidates' information for truthfulness and accuracy.
- Screen candidates convicted of serious criminal behavior.

### **Scope**

This employee background check policy applies to candidates who go through Spoton Coatings Private Limited hiring process, accepted the offer made and would be joining the organization. It may also apply to internal candidates who are being considered for a promotion or transfer.

### **Policy elements**

Background checks may include:

- Criminal records
- Credit reports
- Drug testing
- Verification reports (e.g. identity, previous employment, education)
- Driving records
- Reference checks

All candidates aren't required to pass every type of background check we offer before our company hires them. Each position has its own requirements. For example, driving records may be relevant to field reliable sales people, but not to hire office managers. The basic background screening includes [*verification reports and reference checks.*]

Local laws may prohibit or restrict certain types of background checks. We'll comply with legal guidelines at all times.

Criminal record checks are essential if candidates are interviewing for positions where they will:

- Represent our company and deal with our clients or stakeholders.
- Have access to sensitive and confidential information Handle money and finances

- Have any contact with children or the elderly

## GENERAL GUIDELINES

- All regular employees will be covered under background verification process.
- In case of contractors, HR will ensure that the agency has done the requisite background verification.

There are two types of background verification:

- **General Verification:** All the employees joining Arta Broch. It includes highest qualification, two previous employment and two references.
- **Specific Verification:** In addition to general verification, specific verification would include criminal records verification, address verification and any other verification.

## PROCEDURE

1. Recruiter initiates the process by sending the background verification form to the prospective employee along with the offer letter.
2. The prospective employee will send the filled background verification form and the requisite documents to the HR department to enable the start of background verification process.
3. The HR department will start the background verification process by sending the form and the requisite documents.
4. The HR department will conduct the pre-employment check and report the finding within 15 days and in case of additional verification within 30 days.
5. If the report is satisfactory (green) then the documents will be moved to the personal file.
6. If the report has any deviation/ omission/ unsatisfactory information (orange/ yellow or red), the employee will be asked to explain the discrepancy and be given a chance to ascertain the information he has provided as correct.
7. In case an employee is not able to ascertain the same, his offer will be withdrawn or employment terminated, if he has already joined the organization.