



Talent Acquisition Policy

"In case of any doubts or clarifications on this policy, please reach out to your Business HR Head. If in case you still need further clarifications, please feel free to contact the processowner."

Objective:

The objective of this policy is to define and articulate the procedure and guidelines for Talent Acquisition (which includes manpower planning, recruitment and selection) and Onboarding & Induction.

Scope & Applicability

Talent Acquisition policy intended to state organizations commitment to all employees, associates, suppliers, vendors, contractors, subcontractor and partners, sellers & other people impacted by our value chain in INDOCO.

Internal References-

- INDOCO Code of Conduct
- Whistle Blower Policy
- Grievance Redressal Policy
- Prevention & Redressal of Sexual Harassment at workplace
- Values

TALENT ACQUISITION Manpower Planning

The manpower planning is done by Head of Department and Plant Head with the help from Company HR Head. Manpower planning is initiated in November and closes with the approval process by February.

The manpower planning includes a list of jobs with specific grades and the number of people required for each function.

Associate Budget

Based on overall manpower planning, the Associate budget for the year, indicating specific additional manpower requirements, is drawn up for the period April to March. Organization chart specifying various levels in which additional manpower will be hired for the coming fiscal year is approved by Plant Head & Corporate HR Head.

Recruitment:

Recruitment is the process of Sourcing and attracting relevant talent for positions that are vacant in the organization. The Unit HR Head lead shall decide the source to be used for talent acquisition. Talent sourcing is done internally or externally.

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Internal sources:

- **Transfer from another department (within the company):**

This shall be initiated by the Operation Head, Corporate HR Head, Unit Head and HR Head and is based on the career conversations and career planning processes conducted during the year.

- **Transfer from Group companies:**

Intercompany movements are encouraged through Internal Job Postings or through career movement process. Employees in the Key Talent pool are exceptions to this process. In case of transfer between companies (other than the above stated processes) HR Heads of the two companies shall have an initial discussion, obtain past performance ratings of the concerned associate and a written feedback on performance from the immediate superior and the HR Head. Written concurrence of the Operation Head, Corporate HR Head is taken prior to any transfer. As a practice, the grade and salary on transfers shall remain the same.

The associate's notice period for relieving from the current organization shall be the same as the notice period applicable to his / her grade. However, a relieving period of minimum 30/60 days shall be considered for associates. The start date of the notice period shall be the date of communication of selection by the recruiting, HR Head to the HR Head of the current company.

- **Employment of Ex- Employees:**

In the situation that an ex-employee of the company is recruited, the Human Resources Manager will receive an evaluation of the work of the ex-employee and written feedback on performance from the immediate superior. Written or verbal consent of the Operation Head & Corporate HR Head of the company is required before a decision on re-employment is made for a candidate who has left the company. If the person is re-employed within one year, he is appointed at the same management level and is employed at the same salary he had at the time of leaving the company.

External sources:

The external sources usually used for sourcing are:

- Associate referrals
- Job ad platforms; Employment Service. Naukri and LinkedIn
- Headhunting agency

Associate Referral Scheme:

INDOCO encourages associates to recommend potential candidates for employment. All company vacancies shall be advertised on the notice boards. An employee may refer a candidate for a vacant position by sending a letter of recommendation to HR or simply submitting their CV to HR. The HR Department acknowledges the resume and the status of the candidate so referred

Eligibility for the Referral Scheme:

Job ad platforms; Indian Employment Service and Naukri and LinkedIn

Competencies for vacancies in the company, depending on the job (management level or not), are published on the notice board, the website of the Employment Service, the web service for job search My Job and on social networks (Linked-in) etc.

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- Headhunting agency

In the case of specific jobs, it is possible to arrange cooperation with a headhunting agency at the time of employment with the aim of reaching a larger number of candidates with the required profile for a particular job.

Selection:

The selection process involves:

- Screening of resumes/candidates,
- Interviews (including psychometric tests (requirement based), scheduling interviews and interview panels)
- Post interview tasks

Offer Letter:

The HR manager recommends the appropriate grade, job title, and salary of the new employee taking into account the existing CTC, management level, market value of the candidate and salary of existing employees in similar jobs. Exceptions can be made in deserving cases. After making a decision on hiring a candidate, an offer letter with the above salary and management level is sent via e-mail or hand over physically to the candidate (valid for management levels).

Medical Test:

Pre employment Medical check-up is required to be done at the company's authorised Hospital and the cost of the said test is covered by the company.

ON-BOARDING & INDUCTION

Joining Formalities

- Manager HR / Officer should follow the Onboarding process for new employees to ensure that all the things that need to be done prior to his joining are completed.
- When a new employee is joining the organization, the HR department will intimate the name and the designation of the person joining one day in advance to the Security/ Reception.
- Manager HR / Officer should first meet the new employee and begin his induction program.
- The HR department shall prepare a welcome note which shall be mailed and put on the notice board (valid for management levels).
- Manager HR / Officer shall complete the checklist for new Associates

Manager HR / Officer shall ensure the following things are done:

- Taking all documents related to education and experience.
- Employment contracts and opening Associate personal files
- Take fingerprint
- Introduction to the system of monitoring absences at work, check-in on arrival and checked out on departure
- A Mentor for Induction is in place
- Meeting other employees in INDOCO

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- After completing the joining formalities, the new employees should be taken to the departmental head and the departmental head should introduce them to the Section Head and other co-employees.

Induction

Manager HR shall ensure that the induction of new employees takes place as per the Company's Onboarding Process. It Helps the new employee to understand the Mission, Vision and Values of the organisation

The induction program should clearly indicate the person in each department that the new employee will meet and the approximate time that he will spend with them and a brief description of the areas of discussion. The program should include:

- Organization structure and reporting relationships
- Introduction to Group Companies, and their products
- Overview of the market
- HR policies and procedures, Code of Conduct
- Introduction to mentor
- GMP and EHS education (efficiency is checked with a test)

At the end of the induction program the Associate shall take the Induction Report and submit it to the HR department.

Our Commitment-

Communication & Training

This Policy shall be circulated to internal and external stakeholders through specific communication initiatives. Training initiatives will be carried out in order to ensure that the Policy is properly understood by all INDOCO employees.

Revision

Policy shall be revised periodically to ensure its adequate & effective implementation. All revisions shall be subject to the approval of Corporate HR Head of INDOCO.

If you feel that any part of this policy is not in congruence to SATWAS (INDOCO values) or if you want to share any suggestions or potential improvements, please feel free to write to hr.ptg@indoco.com.

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