

JKSML	JK Sugar Mills (Pvt.) Limited.	DOC# JKSML/Policies/HR/002 Revised Date: Dec 01, 2022 Effective Date: June 01, 2021
	<i>Recruitment & Selection Policy</i>	

1- Policy Statement:

It is our policy to select candidates who have suitable qualification, competency and /or are trainable for employment in accordance with pre-determined job related criteria with the prime objective being to ensure that the quality & quantity of the organization’s Human Resource can support the organization’s mission, goals & strategies.

2- Scope:

All Permanent, Temporary, Contractual, workers at Mill & registered cane supplying farms.

3- Personnel Requisition:

a- At Site/Mill (from Garde T1 to M2)

HR/Admin department activates the recruitment and selection process upon receiving a formal request to hire an employee from Head of Department duly approved by GM Plant. HR/Admin department at site will execute the process of hiring employees from grade T1 to grade M2. Similarly Seasonal and Casual labour is also hired through HR/Admin Site.

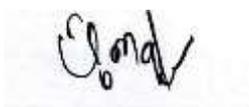
b- At Head Office:

For all head office-based positions and site-based position from grade M2 and above, requisition must reach HR Department preferably one month in advance (for senior position at least). HR department will start recruitment and selection process upon receiving the requisition.

4- Selection Criteria & Process:

a- Age Limit:

- The Company does not and will not engage in or support the use of child labor. JKSML does not and shall not employ any person of the age below 18 years in any of its departments as defined in laws and regulations. The Company respects and supports children’s rights consistent with the United Nations Convention on the Rights of the Child and the Conventions of International Labor Organizations. Applicants must establish a National Identity Card, without which any kind of employment offer will not be made.
- JK Sugar Mills (Pvt.) Ltd. does not support the use of Child Labor below 18 years of age nor does it allow child workers to be employed by any of its suppliers or any others involved with JKSML business.
 - For young workers above the legal minimum working age but below 18, and for legal apprenticeships, there are restrictions on hours of work and overtime, working at dangerous heights, with dangerous machinery, equipment and tools, transport of heavy loads, exposure to hazardous substances or processes, and difficult conditions such as night work are prohibited.
 - National laws or regulations may permit the employment or work of persons 13 to 15 years of age on light work which is--
 - (a) not likely to be harmful to their health or development; and



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(b) not such as to prejudice their attendance at school, their participation in vocational orientation or training programmes approved by the competent authority or their capacity to benefit from the instruction received.

- JK Sugar Mills (Pvt.) Ltd. will discontinue business relations with such supplier who use Child Labor or continued to do so even after insistence by Company for remediation of child labor.

b- Qualification:

All candidates must meet qualification and experience criteria described for the position. Preferably for worker positions, the candidate must also have basic reading and writing literacy.

c- Equal Opportunity Employer:

JKSML promotes equal opportunities in all aspects of employment. All selection decisions will be impartial based strictly on merit and evaluated regardless of race, religion, ethnic origin, gender, marital status, colour, age, language, property/ wealth, nationality, disability, pregnancy, indigeneity, union affiliation, political affiliation, marital/family status, personal relationships, health status, sexual orientation or other non-valid reasons that are irrelevant to the skills, capabilities, qualities and medical fitness for the job.

d- Related Employees:

JKSML discourages to hire blood/close relatives as described in our "Conflict of Interest" Policy. Current scenarios may remain the same as long as employees will not be given work assignments that require one related employee to direct, review or process the work of another. Related employees cannot have influence over each other's employment, promotion, salary and other related considerations. The rule stated here will be followed strictly in all future hiring/transfer cases.

e- Re-hiring of ex-employees:

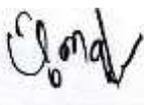
Applicants/ Candidates who were employed with JKSM previously or have worked with other sister concerns may be considered, subject to their past work history, performance and conduct being acceptable. For such cases, previous Supervisor/s may be consulted. An ex-employee's re-employment will be considered as a fresh appointment with non-continuation of benefits from the previous period. However they will normally not be hired before a minimum period of less than 06 months after separation (with the exception of temporary/contractual positions), unless duly justified.

f- Interview and Selection:

The candidates will be shortlisted on the basis of qualification, experience, skills, past achievement as well as by keeping in view the potential to grow with the Company jointly by HR/Admin and concerned department.

The following interview and selection process will be followed:

- i) **Site:**



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Site management is authorized to hire/induct employees from grade T1 to M1 by following the procedure laid down in this document. A committee of three officers will jointly finalize the candidates (for Individual position or group hiring of casual labour etc.). Committee must include GM Plant, Relevant HOD, and Head Of HR/Admin. In case of hiring in HR/Admin, HOD of another department (e.g., Mechanical, Electrical etc.) must become part of the committee.

ii) Head Office:

For all positions minimum two levels interview is required. First interview will be done by HR department for shortlisting and assessing the suitability of the candidate for the position and to ensure that incumbent is a culture fit. Technical skills evaluation specific to job requirement will be done during interview with relevant HOD.

Final interview for all AM and above positions will be done by CEO.

5- Remuneration:

The Company shall comply with Labor Laws and regulations with regard to wages and benefits. All work-related activities are carried out on the basis of a recognized employment relationship established according to Labor Law and practice. We ensure minimum wages of the Country according to applicable Labor Laws (federal & provincial). For workers employed on piece work, the wage in this case shall be decided to guarantee that no worker should earn less than the minimum wage.

6- Reference Check:

Employment for all personnel is subject to the receipt of satisfactory references. In case the management feels an element of subjectivity from the referred individual, the management reserves the right to ask for another reference. In case of internal reference check employee reference must only be obtained from permanent employees or else in exceptional cases from temporary/contractual employees employed with JKSML for a period not less than 06 months. Misinformation or derogatory references may be considered as a basis for withdrawal of offer/ termination of employment.

7- Appointment Letter:

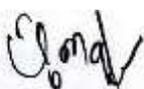
The HR department will normally issue the appointment letter after receiving satisfactory results of reference checks. Initially the offer will be made to the candidate and appointment letter will be issued only if the candidate accepts the offer. However, if by exception an employee is required to join on urgent basis, the survival of the employment will be subject to receiving satisfactory results of the reference check.

8- Commencement of Work:

The hired candidate will commence work after formal authorization by the HR department for all employee categories and positions, which may be validated by relevant documents.

REVIEW

This policy will be reviewed once within three years, or as required, in order to ensure that the terms are current, fair and representative of relevant corporate and industry laws. The Company reserves the right to change this policy at any time, without prior notice.



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