

|              |            |
|--------------|------------|
| MONTH & YEAR | 29.08.2025 |
| DC NO:       | KEI/HR/006 |
| REV.NO       | 01         |

**Ethical Hiring Policy**  
**KUMOH EMS INDIA PVT, LTD.**

**Ethical Hiring Policy**

**1. Purpose**

This policy ensures that all recruitment and hiring practices are conducted ethically, transparently, and in compliance with applicable labour laws, human rights standards, and organizational values.

**2. Scope**

This policy applies to:

- All employees involved in recruitment and selection.
- All candidates applying for employment.
- Contractors, consultants, and third-party recruitment agencies engaged by the company.

**3. Policy Statement**

The organization is committed to fair and equal hiring practices, based on merit, qualifications, and skills. Discrimination, child labour, forced labour, and unethical recruitment practices are strictly prohibited.

**4. Ethical Hiring Principles**

**1. Non-Discrimination**

- No candidate shall be discriminated against based on caste, religion, gender, age, marital status, sexual orientation, disability, nationality, or any other protected category.

**2. Transparency**

- Job roles, descriptions, and selection criteria must be clearly communicated to candidates.
- All candidates shall be informed of the recruitment process and timelines.

**3. No Child or Forced Labour**

- The company shall not employ anyone below the **legal minimum working age**.
- No candidate shall be subjected to bonded, forced, or trafficked labour.

|              |            |
|--------------|------------|
| MONTH & YEAR | 29.08.2025 |
| DC NO:       | KEI/HR/006 |
| REV.NO       | 01         |

**Ethical Hiring Policy**  
**KUMOH EMS INDIA PVT, LTD.**

**4. Fair Recruitment Practices**

- Candidates shall not be charged **any recruitment fees.**
- Identity documents (Passports, Aadhaar, etc.) shall not be withheld.
- All employment contracts shall be provided in a language the candidate understands.

**5. Equal Opportunity**

- Selection will be based solely on merit, skills, and organizational requirements.
- Reasonable accommodation shall be provided for candidates with disabilities.

**6. Privacy & Confidentiality**

- Candidate data shall be handled confidentially and in compliance with data protection laws.

**7. Third-Party Recruiters**

- Agencies and consultants engaged must adhere to this policy and international labour standards.

**5. Implementation**

- **HR Department:** Responsible for ensuring compliance during recruitment.
- **Hiring Managers:** Must follow fair evaluation and selection processes.
- **Recruitment Agencies:** Must sign a compliance declaration with this policy.

**6. Monitoring & Reporting**

- Regular audits will be conducted on recruitment practices.
- Grievance mechanisms will be available for candidates to report unethical hiring practices without retaliation.

**7. References**

This policy aligns with:

- **ILO Fair Recruitment Principles & Guidelines.**
- **UN Guiding Principles on Business & Human Rights.**

|              |            |
|--------------|------------|
| MONTH & YEAR | 29.08.2025 |
| DC NO:       | KEI/HR/006 |
| REV.NO       | 01         |

**Ethical Hiring Policy**  
**KUMOH EMS INDIA PVT, LTD.**

- Indian Labour Codes & Factories Act, 1948.
- Equal Remuneration Act, 1976.

**8. Review**

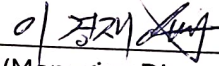
This policy will be reviewed every **2 years** or earlier if required by law.

Prepared by



(HR Officer)

Approved by



(Managing Director)

