

Recruitment Policy	
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1.0 Purpose

To set out guiding principles and processes of Manpower Planning and Recruitment of suitable candidates for Syngene.

2.0 Scope

Applicable to all applicants and employees of Syngene

3.0 Recruitment Policy Statement

The Recruitment policy is an extension of the Syngene Employment policy with continued focus on the following:

- 3.1 Provide equal and merit based opportunity to all; irrespective of gender, religion, ethnicity, physical disabilities etc.
- 3.2 Provide possible opportunities to internal talent for relevant resource requirements, before considering lateral hiring.
- 3.3 Encourage external recruitment on a selective basis to bring in fresh outlook and new skills.
- 3.4 Identify and select an individual in a time bound and systematic manner as defined in the Recruitment Process in Annexure 1, to ensure that the best talent is identified for the current role as well as for future needs and that such selection is in line with Syngene values of Integrity, Professionalism and Excellence.
- 3.5 Ensure each recruitment is dealt with highest level of professionalism and transparency.
- 3.6 All Syngene members involved in the recruitment procedure, i.e. Hiring Manager, Recruiter and HRBP shall be responsible for achieving the TAT.

4.0 Annexures

Annexure 1- Recruitment Process Guidelines

5.0 Reference Documents

- 5.1 Group Rehire Policy
- 5.2 Employee Referral Policy
- 5.3 Employment Policy