



## SAMPLE EMPLOYMENT POLICY

We recognize that human resources development and welfare is of utmost importance for success and all employees (including foreign labour) are considered as part of the Company name family.

Our employment policy is to ensure:

- Selection is strictly on merit without any consideration for creed, gender, religion, race, colour, provincial or national origin, disability, sexual orientation, political opinion and other similar factors.
- As far as possible, recruitment of foreign labour is initiated via direct recruitment.
- In the event reliance is on a recruitment agency, the company bears the responsibility to ensure the agency is a legitimate entity that upholds recruitment values and practices similar to that of the company.
- A child or young person as defined under Children & Young Persons (Employment) Act 1966 is not allowed to be employed unless otherwise permitted by law.
- Working hours and other service conditions are designed for better health, environment and social conditions of employees, and are in accordance with the prevailing applicable laws of the country.
- Human resources development through further education and training is encouraged.
- Workers are free to terminate their employment at any time, subject to termination notice requirements as set out in their employment contract.
- Any kind of deposit or fees will not be taken for employment.

Strength of workforce:

- Work-force recruited shall be within the permissible limit as specified in the Entity Licence.

Age and eligibility:

- The age of the employee shall be verified from:
  - (a) Birth Certificate of Municipality or Government body; OR
  - (b) Identity card/Passport showing a clear photograph of the person
- The examination to ensure physical fitness will be arranged at the time of employment and paid for by the company.

Signature of person responsible within the company:

**(Head of the Organisation)**

**Date DD/MM/YYYY**



# Sample Employment Policy

---

*warranty is made as to the completeness, accuracy or reliability of the information. As far as it is permitted by law, Earthworm Foundation (and its affiliates, subsidiaries and representatives) will (a) not be liable for any claims or damages related to the quality, completeness or accuracy of the information, (b) not owe any duty of care to the reader of this document, (c) not bear liability for any direct or indirect consequence due to error, misstatement or omission by EF. Readers are strongly encouraged to use this information as a guide to do their own research and to ensure that any relevant laws, rules, regulations and / or guidelines relevant to their company or business operations are adhered to.*