

Document Statistics

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Organization	Panacea Bioedge Pvt. Ltd
Document Name	Employee Leave Policy
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Document Revision History

Version Number	Revision Date	Description for Change	Reason for Change	Affected Section	Prepared By	Reviewed By	Approved By
1.0	00	-	New Document	--	QM	Lead-ESG	DO

1. Purpose

The purpose of this policy is to establish a transparent, structured, and compliant process for hiring and onboarding new employees at **Panacea Bioedge Pvt. Ltd.** This policy ensures the recruitment of qualified candidates through authorized channels, with proper approval and onboarding procedures.

2. Scope

This policy applies to all full-time, part-time, contractual, and internship positions at **Panacea Bioedge Pvt. Ltd.** It covers all stages from job posting to final onboarding.

3. Recruitment Channels

Recruitment will be conducted through the following primary channels:

- **Online job portals** such as **Naukri.com** and **LinkedIn**.
- **Referrals** and direct applications via the company website or email.
- **Recruitment agencies or consultants** if approved.

4. Recruitment Process

a. Requirement Initiation

- Hiring needs must be initiated by the concerned department and forwarded to the **Chief People Officer (CPO)** for approval.
- Approval must be granted via **email** before any role is posted or a recruiter is engaged.

b. Recruiter Engagement

- Internal HR, once approved by the **CPO**, will be responsible for sourcing candidates.
- Candidate details should be tracked and shared via official email or HRMS system.

c. Screening & Interviews

- HR will conduct the initial screening of applications.
- Shortlisted candidates will be interviewed by the relevant department heads.
- Final interviews may be conducted by senior management or the CPO, depending on the role level.

5. Offer & Documentation

- Once a candidate is selected, an **offer letter** will be issued by HR after final approval.
- The offer must include compensation details, job description, and terms of employment.
- Communication must be formal and documented through official email.

6. Onboarding Process

Upon offer acceptance, the following onboarding steps will be carried out:

a. Document Collection

- PAN Card, Aadhaar, educational certificates, past experience letters, and photographs.
- Bank details and other statutory forms (e.g., PF, ESI, if applicable).

b. Form Completion

- Employee Information Form
- Statutory declaration forms
- IT declaration (if applicable)

c. Non-Disclosure Agreement (NDA)

- All new hires must sign an **NDA** before beginning work.
- The NDA outlines confidentiality obligations related to company data, clients, and intellectual property.

d. HRMS Portal Access

- The employee will be added to the HRMS portal.
- Attendance, leave, and payroll will be managed via this system.

e. Welcome and Orientation

- HR will provide a brief induction session.
- Department heads will introduce team members and provide role-specific training or documentation.

7. Record Keeping

All hiring documentation, including approvals, offer letters, and signed forms (including NDA), will be securely stored in the employee's HR file, both digitally and/or physically.

8. Enforcement

Any non-conformance to this policy shall be addressed as per the organization's employee disciplinary process.

The Panacea Bioedge Pvt. Ltd. is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above.

A current version of this document is available to all members Panacea Bioedge Pvt Ltd.

