



TALENT ACQUISITION POLICY

Adopted: October 11, 2023

1. INTRODUCTION

- 1.1. Cohizon Life Sciences Limited, and all of its subsidiaries and affiliates (collectively, "**Cohizon**" or the "**Company**") are committed to build Cohizon as an employer of choice and provide an environment that is safe and structured for all its employees, neutral of gender.
- 1.2. Cohizon Life Sciences Limited, takes great pride in investing in the right talent, and building careers that are in line with the talent's aspirations along with the organization's priorities. The following document describes a standardized process towards talent acquisition and defines areas where Cohizon Life Sciences Ltd as an employer aspires to focus - to bring more diversity in the organization through recruitment efforts.

2. DEFINITIONS

- 2.1. "**Candidate**" refers to a suitable talented individual, available for recruitment for one/more appropriate positions in the organization.
- 2.2. "**Hiring Process**" refers to the internal, unbiased process set by the Talent Acquisition team to ensure fair recruitment and selection.
- 2.3. "**TA POC**" refers to the recruiter responsible for closing the recruitment and selection process for the organization and providing all required support to the candidate and hiring managers during the process.
- 2.4. "**Hiring Manager**" refers to the line manager from business under whom the position is being recruited for.
- 2.5. "**HRBP**" refers to the Human Resources point of contact for the business/function/department for which the position is being recruited.
- 2.6. "**Location HR Head**" refers to the Head- Business HR for the respective business/function/department that the position is being recruited for.
- 2.7. "**Functional Leader**" refers to the member of the Executive Management Team under whose function the position is being recruited for.

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3. INITIATION OF THE TALENT ACQUISITION PROCESS

3.1 Any initiation of acquiring new talent (new/replacement) will need the following details to be shared with your respective TA SPOC, from this date the TAT will be counted:

3.1. For Budgeted and Replacement Position:

3.1.a. Filled and approved MRF document, along with the name, employee code and position ID for the replacement position.

3.1.b Approvals from Hiring Manager, Functional Leader and HRBP

3.1.c Filled JD format (please ensure there are no changes in the requirements to facilitate adhering to TAT specs).

3.2 For Budgeted and New Position:

3.2.a Filled and approved MRF document.

3.2.b Approvals from Hiring Manager, Functional Leader and Location HR Head

3.2.c Filled JD format (please ensure there are no changes in the requirements to facilitate adhering to TAT specs).

3.2.d The JD will be evaluated by the Job Evaluation Council to arrive at the appropriate band and grade for the new position. Only basis evaluated band and grade will the recruitment formalities be completed.

3.2.e The Talent Acquisition team needs to give an intimation to the Rewards Team once the budgeted hiring process is initiated to evaluate the impact on manpower costs for the year.

3.3 For Unbudgeted New Position:

3.3.a The Functional Leader needs to discuss with Location HR Head and/or CHRO to justify the need for the proposed new position. The importance of the new position to the organization/ cost impact/ organogram changes post addition of new role should be shared with the Location HR Head and/or CHRO. Mandatory approval from the CHRO is required post discussion with the Location HR Head.

3.3.b Post alignment with the CHRO, the proposed position, along with key deliverables and revised organogram needs to be signed off by the CEO.

3.3.c Once the CEO approved, the Functional Leader/ Hiring Manager can initiate the hiring process by providing a filled MRF and the JD for the role.

3.3.d The new role will be evaluated by the JE Council to arrive at a band and grade. The hiring will be formally closed only basis the outcome of the arrived band and grade and following the compensation process as defined by the organization.

3.3.e The Talent Acquisition Team must intimate the Rewards team once the approval is received to initiate hiring.

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Type	New/Replacement	Approval 1	Approval 2	HR Approval
Budgeted	Replacement	Hiring Manager	Functional Head (EMT)	HRBP
Budgeted	New	Hiring Manager	Functional Leader (EMT)	Site HR Head/ Head of Talent + CHRO
Unbudgeted	New	Functional Leader (EMT)	Site HR Head/ Head of Talent + CHRO	CEO

3.4 In case the organization’s management decided to implement a hiring freeze anytime during the year, any hiring initiation will require the CHRO’s approval.

4. RECRUITMENT AND SELECTION PROCESS

4.1. From the date of receipt of approved MRF with JD, the TA team will close the process and release the offer letter to the shortlisted candidate within a period of 30 days. (please exclude expectations for bulk new project requirements).

4.2. The first set of resumes will be shared with you within 5 working days. It will be mandatory to share the Interview Assessment sheet for each candidate selected. The rounds of interviews will be:

Band	Grade	Designation	TA POC	Functional Round	HR Round	Cross Functional(EMT)
F	2	President	Yes	CEO	CHRO	
F	1	Executive Vice President	Yes	EMT	CHRO	Yes + CEO
E	2	Senior Vice President	Yes	EMT	CHRO	Yes + CEO
E	1	Vice President	Yes	EMT	CHRO	Yes + CEO
D	2	Senior Director	Yes	Functional Leader/EMT	CHRO	Yes
D	1	Director	Yes	Functional Leader/EMT	CHRO	Yes
C	3	Associate Director	Yes	HOD	Location HR Head	
C	2	Manager	Yes	HOD	Location HR Head	
C	1	Assistant Manager	Yes	HOD	HRBP	
B	2	Senior Executive	Yes	HOD	HRBP	
B	1	Executive	Yes	Hiring Manager	HRBP	
A	2	Officer	Yes	Hiring Manager	HRBP	

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A	1	Operator	Yes	Hiring Manager	HRBP	
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5. COMPENSATION APPROVAL, OTHER BENEFITS:

5.1. The compensation range for each position will be based on:

1. Compensation range as defined per band and grade by the organization.

2. The compensation budget will also be in-line with the CTC of the exiting employee to ensure adherence to overall manpower budgets for the year.

5.2. The compensation approval process will be as follows:

Band	Designation	Variable Pay	<10th Percentile	10 th to 25 th Percentile	25 th to 50 th Percentile	50 th to 75 th Percentile	70 th to 90 th Percentile	> 90th Percentile
B1	Executive	0%	Hiring should be done in this range only when all other selection criteria are met and candidate is also satisfied with offer extended.	Location HR Head	Location HR Head	CHRO	CHRO	No hiring should happen in this zone. In case of deviation, CHRO/CEO approval is must.
B2	Senior Executive	0%		Location HR Head	Location HR Head	CHRO	CHRO	
C1	Assistant Manager	5%		Location HR Head	Location HR Head	CHRO	CHRO	
C2	Manager	10%		Location HR Head	Location HR Head	CHRO	CHRO	
C3	Associate Director	10%		Location HR Head	Location HR Head	CHRO	CHRO	
D1	Director	15%		CHRO	CHRO	CHRO	CHRO	
D2	Senior Director	15%		CHRO	CHRO	CHRO	CHRO	
E1	Vice President	20%		CHRO	CHRO	CHRO	CHRO	
E2	Senior Vice President	20%		CHRO	CHRO	CHRO	CHRO	
F1	Joint President	25%		CHRO	CHRO	CHRO	CHRO	
F2	President	25%		CHRO	CHRO	CHRO	CHRO	

5.3. Any other compensation benefits including Joining Bonus, Deferred Bonus, Notice Period Buyout, etc- will need an email approval from the CHRO and EMT.

5.4. Relocation assistance will be provided as per the Relocation Policy defined by the organization.

5.5. Gratuity, Provident Fund, Medical Insurance will be over and above the CTC.

5.6. The compensation structure will be in alignment with the approved structure defined by the Rewards team.

5.7. Company Car, Club Memberships, Company Accommodation, Loans are not a part of the existing benefits provided by the organization. Any such requirements will go through CHRO and CEO approvals.

6. PREFERENCE FOR DIVERSITY:

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6.1. The organization is dedicated to provide opportunity to diverse candidates as a part of the Talent Acquisition process. Ensuring the profile requirements match with the JD, preference will be given to minority people groups.

7. POST OFFER ENGAGEMENT WITH CANDIDATE

7.1. The TA POC will be responsible for ensuring communication with the candidate at a regular frequency – weekly/fortnightly – as per understanding with the Functional EMT.

7.2. All mandatory pre-joining documents are required to be secured from the candidate before his/her DOJ, including and not limited to:

- Compensation Letters- latest included
- Salary Slips
- Any documents describing details of litigations if any
- Notice period buyout calculations
- Any other required documents

7.3 The TA POC needs to be completely hand-on towards any queries coming in from the candidate, and will need to take timely action to resolve any red flags/queries that he/she might not have a right response for. The same needs to be discussed with the Location HR Head and the CHRO for appropriate response.

8. ONBOARDING

8.1 Ensuring smooth onboarding will be a joint responsibility of the TA SPOC and the HRBP for the respective candidate. For any hiring for a VP and Above level, the Lead TA should front end the onboarding plan. The following checks need to be ensured:

Mandatory Onboarding Process Requirements						
S No	Activity	Due Date of Completion	Responsible	Accountable	Consult	Inform
1	NFA for IT systems, Email ID, any other IT assets	On a monthly basis as soon as the offer is rolled out.	TA POC	HRBP	Hiring Manager, Location HR Head	Hiring Manager, Functional Leader, Head Talent and Site HR Head
2	Travel Arrangements, Stay - in case of Director and above employees, joining will be in HO. Travel and stay requests and information to HO HRBP should be shared atleast a week in advance.	atleast 1 week before DOJ	Travel Desk	TA SPOC	HRBP	Head Talent and Site HR Head, HO HRBP

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3	Induction Interaction Plan - in case of Director and above; the induction plan for Mumbai will be created by HO HRBP; the information of date of joining should be shared a week in advance.	3 days before DOJ	HRBP, HO HRBP	HRBP	Hiring Manager, Head Talent and Site HR Head	CHRO, Functional Head
4	2 Day Induction Program - twice in a month to include all new joiners in past 2 weeks. Ankleshwar and R&T- every Monday joining	Within a month of joining	HRBP	Head Talent, Site HR Head	CHRO	Functional Leader
5	Meeting Room Blocking, Lunch Arrangements, Misc Arrangements	On Date of Joining	HRBP, TA SPOC	HRBP, TA SPOC	Head Talent and Site HR Head	Hiring Manager, Head Talent and Site HR Head
6	Organization Announcement	On Date of Joining	HRBP, Internal Comms	HRBP, Head Talent, Site HR Head	Hiring Manager, Functional Leader, CHRO	Functional Leader, CHRO, CEO
7	Position Updates as per pre-defined Position ID on Klaar - ensure correct position ID is edited with accurate position attributes: reporting structure, function, department, location, compensation	On the Date of Joining	HRBP	Talent Acquisition Team	Head Talent and Site HR Head	Head Rewards and Payroll Team
8	Employment Contract to be shared as a pdf only. - the employment contract needs to be accurately created and verified by the TA POC. - Update position clause and termination clause as per defined process. - Employment agreement and Comp Breakup doc to be shared together as a pdf.	On the Date of Joining	HRBP	Talent Acquisition Team	Head Talent and Site HR Head	Head Rewards and Payroll Team
9	Employee Joining Form	On the Date of Joining	HRBP	Talent Acquisition Team	Head Talent and Site HR Head	Head Talent and Site HR Head
10	New Joiner Kits, Stationery, Work Desk	On the Date of Joining	HRBP	Administrative Team	Hiring Manager, Lead Admin	Head Talent and Site HR Head
11	Inclusion in Medical Insurance Cover	On the Date of Joining	Vina Pinto and Ritesh Dhir	HRBP	Head Talent, Site HR Head	CHRO
12	Biometric Attendance Registration and access to Uknowva	On the Date of Joining	HRBP and Payroll Processing Team	HRBP and Payroll Processing Team	Head Rewards, Site HR Head	Head Talent and CHRO

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