IRIS Business Services Limited

BACKGROUND VERIFICATION PROCESS

❖ Purpose:

The purpose of the Background Verification Process is to obtain reliable information about potential hires from sources other than the applicants themselves.

The process aims to achieve the following objectives:

- Gain insight into candidates' background
- Ensure the hiring of reliable employees
- Verify the truthfulness and accuracy of candidates' information
- Screen candidates convicted of serious criminal behaviour

❖ Scope:

This employee background check policy applies to all candidates who undergo our company's hiring process.

❖ Responsibility:

The HR Department is responsible for conducting background verifications.

❖ Qualified Inputs:

The following documents provided by the employee are considered qualified inputs for the background verification process:

- PAN Card
- Aadhar Card
- Educational Document
- Relieving Letters (If applicable past two companies)
- Salary Slips

❖ Qualified Outputs:

The qualified output of the background verification process is a comprehensive Background Check Report.

❖ Special Considerations:

Employees hired through management recommendations may require additional scrutiny during the background verification process.

❖ **Policy Elements:**

- Previous Employment Verification (Not applicable for Fresher and campus recruits)-
    1. Verify the past employment records of the employee by contacting the relevant organizations or employers.
    2. Obtain information regarding the employee's positions held, dates of employment, job responsibilities, and reason for leaving.
- Academics Records Verification-
    1. Verify the educational records provided by the employee, including degrees, diplomas, certifications, and transcripts.
    2. Cross-check the authenticity of the educational institutions and their accreditation.
- Professional Reference Checks-
    1. Conduct reference checks with the employee's professional contacts, such as previous supervisors or clients.
    2. Seek feedback on the employee's work performance, interpersonal skills, and reliability.
- PAN Verification-
    1. Verify the authenticity and accuracy of the employee's PAN Card details.
    2. Confirm that the PAN Card provided by the employee matches their personal information.
- Address Verification-
    1. Verify the current and permanent addresses provided by the employee.
    2. Validate the addresses through official records, utility bills, or other reliable sources.
- Criminal Records Verification-
    1. Conduct a comprehensive check for any criminal records or convictions of the employee.
    2. Collaborate with authorized agencies or law enforcement authorities to obtain accurate and up-to-date information.
- Financial Credit Report – CIBIL Score (Only for Departmental/Functional Head):
    1. Obtain the candidate's consent before conducting a financial credit report.
    2. Evaluate the candidate's credit history, including loans, debts, payment history, and creditworthiness.
    3. Limit this verification to candidates applying for Departmental/Functional Head positions or above.

❖ **Procedure:**

- Professional Reference Check- (Pre- Offer)

1. HR sends an email to the candidate for documents like last three months' salary slips, appointment/appraisal letter and references from Colleagues & managers from the previouscompany
2. Once the documents are sent by the candidate, HR verifies the documents.
3. HR contacts the references shared by the candidate and records the feedback in thetelephonic reference check template.

- Background Verification- (Post Joining)

1. HR sends an email to the Verification Partner, providing the necessary information for background verification.
2. An email is shared to the vendor within 15 working days from the date of the employee's joining.
3. The Verification Partner prepares the final Background Check Report within 30 working days from the date of the employee's joining. This timeline includes the 15 working days required for the verification process.
4. If any red flags or discrepancies are identified during the background check, the case is promptly highlighted to the Delivery Head and HR Head for further action.