

Human Resources		
Recruitment Policy		
Policy No.	Version No.	Effective date
COHANCE/HR/100	01	01.09.2025

1. Objective

To establish a standardized and transparent process for attracting and recruiting qualified candidates to meet the Cohance Lifesciences Limited workforce needs

2. Scope

- 2.1. This Policy is applicable for recruitment of all on roll employees of Cohance Lifesciences Ltd.
- 2.2. This policy is not applicable for recruitment of workmen (casual), contractual, apprentice, interns, retainers and consultants.

3. Key Recruitment guidelines




Cohance is committed to a fair, transparent, and merit-based recruitment process, ensuring equal opportunity, non-discrimination, and compliance with employment laws. The Talent Acquisition team will adopt best industry practices, maintain confidentiality, avoid bias or favouritism, and ensure a positive candidate experience. Child labor is strictly prohibited.

4. Manpower Requisition

- 4.1. HR initiates manpower planning in Q4 of the current financial year, with budgets proposed by Site/Functional Heads and approved by CxOs, CHRO, and MD & CEO.
- 4.2. Departments raise Manpower Requisition Forms (MRFs) for approved or replacement positions in employee portal, HRBP/HR Ops approves budgeted roles, while CHRO approves new/unbudgeted roles.
- 4.3. Site HR coordinates with HODs, Site/Functional Heads, Corporate HR, and TA until recruitment is completed.
- 4.4. Upon receiving an approved MRF, the TA team begins the sourcing process.

5. Interview Travel expenses

- 5.1. Candidates coming from outstation for personal interview shall be eligible for travel expenses reimbursement as per below table
- 5.2. Any air travel for personal interviews has to be planned and booked 1 week in advance, any exception has to be approved by CHRO
- 5.3. Cab fare to and from the airport, between the destination city and the interview location, will be reimbursed based on actual expenses incurred.

		
Prepared by	Reviewed by	Approved by
R Saritha	Soumya Sarkar	Gaurav Bahadur
Sr. Manager – HR	Vice President – HR	CHRO

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Designation	Mode of Travel	Remarks
Level-1 and above	Air Economy, Train AC I Tier	Most economical flight option available to be selected
Level-2	Air Economy, Train AC II Tier	Most economical flight option available to be selected
Level-3 and 4	Train AC III tier / AC bus	Actuals

6. Re-Hire Guidelines

- 6.1. Employees who resign voluntarily may be rehired after one year from their exit date.
- 6.2. Re-hiring decisions will consider past performance, manager feedback, and exit interview comments.
- 6.3. If rehired within one year, the employee will return on the same designation and salary as at the time of exit.

7. Guidelines for Hiring Close Relatives

Any employee referring a candidate must disclose their relationship. Hiring of close relatives is permitted only if they are not placed in the same department or unit, and no formal reporting structure exists. The referee will not be part of the selection process.




8. Exception Approvals

Exceptions may be considered upon recommendation of concerned functional heads and necessary approval from CHRO

9. Company Rights

The Company reserves the right to modify or withdraw this policy, in whole or in part, at any time without prior notice. This policy does not create an employment contract, nor does it guarantee benefits or continued employment. Amendments may be made whenever necessary.

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R Saritha	Soumya Sarkar	Gaurav Bahadur
Sr. Manager – HR	Vice President – HR	CHRO