

# PRE-EMPLOYMENT DOCUMENT VERIFICATION POLICY

## The company Pre-Employment Document Verification Policy

### 1. Introduction

The company is committed to upholding legal standards and ensuring a safe and compliant work environment. This policy outlines our commitment to conducting pre-employment document checks, including proof of age documents, for all workers before they begin working. We believe in ensuring that all employees are legally allowed to work and that our practices adhere to applicable laws and organizational policies.

### 2. Pre-Employment Document Verification

a. The company shall conduct thorough pre-employment document checks for all workers to verify their eligibility to work according to legal standards and applicable organization policies. b. Proof of age documents and other relevant documentation will be reviewed to ensure compliance with legal requirements.

### 3. Compliance with Legal Standards

a. We are committed to complying with all relevant local, national, and international laws and regulations governing employment eligibility and work authorization. b. Pre-employment document checks will be conducted in strict conformance with applicable legal standards.

### 4. Communication and Transparency

a. The company shall communicate this policy to all employees, contractors, and stakeholders to ensure a clear understanding of our commitment to legal and compliant pre-employment practices. b. Workers will be informed of the specific documents required for verification and the purpose of the document checks.

### 5. Reporting and Non-Retaliation

a. Any concerns, complaints, or reports related to pre-employment document verification will be promptly and confidentially addressed by appropriate channels within the organization. b. The company strictly prohibits any form of retaliation against individuals who report or raise concerns about pre-employment document checks.

## 6. Training and Compliance Monitoring

a. We shall provide relevant training and guidance to employees, contractors, and relevant personnel involved in the pre-employment process to ensure understanding and compliance with this policy. b. Regular audits and assessments will be conducted to monitor and ensure adherence to this policy within our hiring procedures.

## 7. Continuous Improvement

a. The company is committed to ongoing improvement of our practices and policies, reflecting changes in regulations and best practices related to pre-employment document verification. By adhering to this policy, The company reaffirms its dedication to legal and ethical employment practices, ensuring the rights and well-being of all workers.