

PDS INFOTECH PVT LTD

Employment Verification Policy

Ref No: ISMS/PDS/5.2/14.1

1. Purpose

This policy governs two related activities:

- (a) how the Company responds to employment verification inquiries from external parties regarding its own current or former employees. Such inquiries may come from a prospective employer, a government agency, a financial or lending institution, or another outside entity, and typically seek to confirm dates of employment, salary information, and current employment status.
- (b) how PDS Infotech Pvt Ltd ("the Company") verifies the claimed prior employment history of candidates before or upon hiring, and

2. Scope

This policy applies to the verification of prior employment claims made by candidates during the Company's hiring process, and to all inquiries received by the Company regarding the employment status, history, or compensation of any current or former employee.

3. Responding to Employment Verification Inquiries

- Prospective employers commonly request information on the employee's performance, eligibility for rehire, and detailed job responsibility, title, and salary history, in addition to current or most recent employment information.
- Government agencies and financial/lending institutions typically do not request the detailed reference or background-checking information sought by prospective employers.
- The amount of information released is at the Company's discretion, but must be handled consistently. Managers and staff must be trained on how to respond to both routine verification requests and more detailed background-check requests.

3.1 Handling of Requests

- All employment verification inquiries — from current or former employees, prospective employers, government agencies, or other organizations such as financial or lending institutions — must be directed to HR for an official Company response.
- No employee other than authorized HR personnel is permitted to provide a written or official employment verification response on behalf of the Company.

3.2 Authorization to Release Information

- All requests for employment verification must be accompanied by the employee's or former employee's signature authorizing release of the information.
- For current employees, HR will notify the employee, when an employment verification request is received.

3.3 Information Released

Where valid authorization is on file, the Company can release the following about current and former employees:

- Whether the individual is currently employed by the Company.

- The employee's current or last job title.
- The employee's dates of employment with the Company.
- The employee's current or final salary.

Depending on the circumstances of the request and with input from the current or former employee, the Company may additionally release salary history, job title history, and whether the Company would consider rehiring the employee.

4. Pre-Employment Background Verification

Before confirming an offer of employment, the Company can verify certain claims made by candidates regarding their prior employment.

4.1 Scope of Verification

Verification of a candidate's prior employment may cover:

- Confirmation that the candidate was employed by the stated previous employer(s).
- Dates of employment and job title(s) held.
- Reason for leaving, where the previous employer is willing to disclose this.
- Eligibility for rehire with the previous employer, where disclosed.

The Company does not verify salary history from a previous employer as a condition of hiring, except where relevant for statutory or regulatory purposes.

4.2 Candidate Consent

- Verification requires the candidate's written consent, given that employment history constitutes personal data about the candidate and, where applicable, the referenced previous employer's records.
- Candidates must be informed, before verification begins, of what will be verified and with whom.

4.3 Conducting Verification

- Verification is conducted by HR, or by a Company-approved third-party background verification agency operating under a documented agreement that addresses confidentiality and data protection.
- Company managers must not independently contact a candidate's previous employer to verify employment claims; all such contact must go through HR or the approved verification agency.

4.4 Discrepancies

Any discrepancy between a candidate's stated employment history and the verification result must be reported to HR for review.

4.5 Records

Verification records, including candidate consent, must be retained by HR and handled as Company Confidential Data under the Information Classification Policy.

5. Roles and Responsibilities

- HR: Sole authorized point of contact for employment verification requests; conducts pre-employment background verification; maintains verification records; notifies current employees of requests received.
- All Other Personnel: Must not respond to employment verification requests directly and must refer any such inquiry to HR.

6. Review

This policy shall be reviewed at least annually, or upon significant organizational or regulatory change, to ensure continued alignment with ISO/IEC 27001:2022 and applicable Indian law, including the Digital Personal Data Protection Act, 2023.