

# LOTUSDEW

## HIRING AND TRAINING POLICY

### 1. Introduction:

Lotusdew Securities Private Limited recognizes the importance of hiring qualified and competent employees and providing them with adequate training to ensure compliance with regulatory requirements, enhance operational efficiency, and deliver high-quality services to clients. This policy outlines the procedures and guidelines for hiring and training employees at Lotusdew Securities Private Limited.

### 2. Recruitment Process:

**Job Description:** Before initiating the recruitment process, a comprehensive job description outlining the roles, responsibilities, and qualifications required for the position shall be prepared.

**Advertisement:** Vacancies may be advertised through appropriate channels, including job portals, social media, and professional networks, to attract suitable candidates.

**Screening and Shortlisting:** Applications received shall be screened based on the specified criteria, and shortlisted candidates shall be invited for further evaluation.

**Interviews:** Interviews shall be conducted to assess the suitability of candidates based on their qualifications, skills, experience, and alignment with the organization's values and culture.

**Background Verification:** Prior to finalizing the appointment, background verification checks, including educational qualifications, employment history, and criminal record, shall be conducted as per regulatory requirements.

### 3. Training and Development:

**Induction Training:** Newly hired employees shall undergo an induction program to familiarize them with the organization's policies, procedures, systems, and culture. This shall include training on regulatory requirements, compliance obligations, and ethical standards.

**Role-specific Training:** Employees shall receive role-specific training tailored to their job responsibilities, ensuring they possess the necessary knowledge and skills to perform their duties effectively.

**Continuous Learning:** Lotusdew Securities Private Limited encourages continuous learning and professional development among employees. Opportunities for skill enhancement, certification programs, workshops, and seminars shall be provided to support their career growth.

**Compliance Training:** Regular training sessions on regulatory compliance, including Anti-Money Laundering (AML), Know Your Customer (KYC), and Insider Trading, shall be conducted to ensure employees are aware of their obligations and adhere to regulatory standards.

Performance Evaluation: The effectiveness of training programs shall be evaluated through periodic assessments, feedback mechanisms, and performance reviews. Training needs identified through this process shall be addressed promptly to enhance employee competence.

#### 4. Equal Opportunity and Diversity:

Lotusdew Securities Private Limited is committed to providing equal employment opportunities to all individuals without discrimination based on race, color, gender, religion, age, disability, or other protected characteristics.

Recruitment and training processes shall be conducted in a fair and transparent manner, promoting diversity and inclusion within the organization.

#### 5. Confidentiality and Data Protection:

Confidentiality of employee information and data protection shall be maintained throughout the recruitment and training process.

Personal and sensitive information of employees shall be handled with utmost confidentiality and in compliance with applicable privacy laws and regulations.

#### 6. Review and Updates:

This Hiring and Training Policy shall be reviewed periodically to ensure its effectiveness and alignment with regulatory requirements and organizational objectives.

Updates or revisions to the policy shall be communicated to all employees and stakeholders to ensure awareness and compliance.

#### 7. Compliance Oversight:

The Compliance Officer shall oversee the implementation of this policy and ensure adherence to regulatory requirements related to hiring and training of employees.

Any concerns or deviations from this policy shall be reported to the Compliance Officer for appropriate action.

#### 8. Conclusion:

Lotusdew Securities Private Limited is committed to recruiting and developing a talented and skilled workforce to achieve its business objectives while maintaining compliance with regulatory standards and ethical principles. This policy serves as a guide for hiring and training practices, fostering a culture of professionalism, integrity, and continuous learning within the organization.