

Doc.Ref.No: LRP/CP/26  
Rev. No: 03  
Revision Date: 19.06.2018  
Reviewed Date: 19.06.2018

## RECRUITMENT & RETIREMENT POLICY

### Recruitment

Lalan Rubbers (Pvt) Ltd is committed to employ persons who are above the age of 18 years to the company. The company will not employ any person who is under age of 14 years and defined as a child or a person more than 14 years but less than 18 years and is defined as a “young Person” under the women, young persons & children act no.47 of 1956.

It is the responsibility of the company not to recruit or employ child labour, forced or bonded labour for business purposes.

All employees need to submit a copy of the birth certificate, copy of the National Identity card, and fill the company information form including reference of employment history.

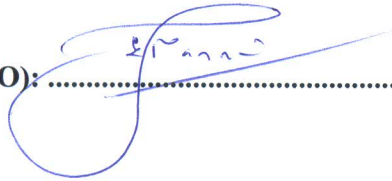
Employee’s original certificates not hold in the company but photo copies will be hold in the company after verifying the original certificate & marking as “true copy” in the photo copies

### Retirement

Any employee in service and on completion of 55 years of age will ipso facto retire on the last day of that particular month.

This policy is communicated throughout the company.

Signature (CEO): .....



Date: 19.06.2018