

NVS Brokerage Private Limited

EMPLOYEES' HIRING/TRAINING POLICY

HIRING OF EMPLOYEES

The Company has adequate screening procedures in place to ensure high standards when hiring employees. It identifies the key positions within the organization structures having Regards to the Risk of Money Laundering and terrorist financing and the size of their business and ensure the employees taking up such key positions are suitable and competent to perform their duties.

Employment References and Degree Verifications

Human Resources will conduct past employment verification and academic credential verification for each final candidate.

For non-exempt positions, employment reference checks are conducted by HR.

For exempt positions, employment reference checks are conducted by the hiring manager.

Criminal Background Check (CORI)

A criminal background check is required for all Facilities and Security positions as well as other designated positions. During the interview process applicants will be informed of the background check and asked to sign a CORI authorization form.

Pre-placement Physical

Candidates for Facilities and other designated positions are required to have a pre-placement physical. These individuals will be informed during their interviews about the requirement and instructed to complete a Pre-placement Medical Form prior to the screening. All pre-placement physicals are conducted by the HR Department located on the Head Quartered.

EMPLOYEES TRAINING

The Company has an ongoing employee training programme so that the members of the staff are adequately trained in AML and CFT procedures. Training requirements shall have specific focuses for frontline staff, back office staff, compliance staff, risk management staff and staff dealing with new clients. It is crucial that all those concerned fully understand the rationale behind these directives, obligations and requirements, implement them consistently and are sensitive to the risks of their systems being misused by unscrupulous elements.