

## I. RECRUITMENT POLICY

The efficient operation of the enterprise and its future depends upon recruitment policy.

- The Company aims to attract and employ staffs with outstanding quality and potential.
- The Company prefers the candidate's for the submission of all application materials as Cover letter, resumes, references etc.
- The Company adopts the policy against the child labor so the candidate's age must be above 18 years.
- The Company adopts the policy of Non-discrimination against any person on the basis of race, color, national, ethnic origin, age, gender identity and sources of income.
- The Company adopts the policy of a Candidate's nationality; if he/she is a foreigner then they must be provided with the work permit.
- The Company adopts the policy where the candidate's must be free from the criminal activities.
- The Company adopts the policy that every candidate's must follow the company's policy.
- The Company adopts the policy that the candidate's shouldn't be affected by any health problems.
- The Company adopts the policy of working 48 hours per week.
- The Company adopts Employees Provident Fund Act 2019 and has the provision of provident fund for the permanent employees of the company.

A circular stamp of Shine Trade Pvt. Ltd. is placed over a handwritten signature. The stamp contains the company name and "Kathmandu, Nepal" around a central star. The signature is in black ink and appears to read "Preeti Singh Kayestha".

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Preeti Singh Kayestha  
Director