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| Issue 1 Dated | <Company Name> |  |
| Rev. 0 Dated | HR Policies & Procedures |  |
| Section 1.0  Page 1 of 1 | STAFFING | (CEO) |

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| **1.1** | **Policy on Recruitment** |
| **1.2** | **Interview Panels** |
| **1.3** | **Rationalization of Placements for Fresh Recruits** |
| **1.4** | **Letter of Appointment** |
| **1.5** | **Confirmation of Services** |
| **1.6** | **Induction Policy** |