



## The Pasha Group Hiring Policy

Purpose/Objective	Eligibility	Procedures
<p>The Pasha Group seeks to recruit and hire the best qualified applicants and complies with all applicable federal, state and local laws in its recruiting and hiring practices.</p>	<p>This policy applies to all applicants.</p>	<p>The Pasha Group carries out its recruiting and hiring processes in accordance with applicable federal, state and local laws and provides equal employment opportunities to all applicants without regard to any protected status, as detailed in the company's [discrimination and harassment prevention policy]. The Pasha Group is committed to complying with all laws protecting qualified individuals with disabilities and employees' religious beliefs and observances in its recruiting and hiring processes. The Pasha Group will provide reasonable accommodations for any known physical or mental disability of a qualified applicant or an applicant's known religious beliefs and observances, provided the requested accommodation does not create an undue hardship for the company and does not pose a direct threat to the health or safety of others in the workplace or the individual.</p>
		<p>The hiring process generally includes a review of applications, resumes and other written documentation provided by applicants and candidates and interviews of qualified applicants to identify the most qualified applicants for a position.</p>
		<p>The Pasha Group conducts background and reference checks in conformance with all applicable federal and state laws, including providing applicants with required notices and information regarding such background and reference checks.</p>
		<p>The Pasha Group conducts drug tests for safety sensitive positions only, in conformance with all applicable federal and state laws, and only after extending a conditional offer of hire.</p>
		<p>All applicants must provide proof of legal authorization to work in the United States at time of hire. The Pasha Group will provide the Social Security Administration and/or the Department of Homeland Security with information from each employee's Form 1-9 to confirm such legal authorization. The Pasha Group is a participant in the E-Verify program and it is our company policy to conduct Form 1-9 audits on an annual basis.</p>
		<p>Upon hire, The Pasha Group provides employees with a new-hire packet of information, including all required federal and state forms as well as company forms and policies.</p>