RECRUITMENT POLICY ON

RECRUITMENT FOR FOREIGN COMPANIES UNDER RISK OR INSOLVENCY

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New Super Star Manpower (Pvt) Ltd. (L.L.No-2517)

(Manpower Suppliers for garment factories)

Policy on Recruitment for Foreign Companies Under Risk or Insolvency

1. Purpose

This policy establishes the standards and procedures of our agency to ensure that all foreign companies we recruit for are financially stable, legally compliant, and capable of providing safe, secure, and continuous employment for our workers.

2. Scope

This policy applies to all departments and staff involved in overseas recruitment, client sourcing, verification, and placement activities.

3. Policy Statement

Our agency is committed to safeguarding the welfare of all candidates and maintaining responsible recruitment practices. Therefore, we will not engage in recruitment, placement, or partnership activities with any foreign company that is bankrupt, facing insolvency, under strike, or closed due to any operational, legal, or financial reason.

4. Conditions Under Which Recruitment Is Prohibited

The agency will immediately suspend or refuse recruitment for a foreign company if any of the following conditions are identified:

- The company has declared bankruptcy or insolvency.
- The company is facing ongoing strike actions that affect normal operations and worker safety.
- The company is temporarily or permanently closed due to financial issues, legal investigations, compliance violations, or any other operational matter.
- The company is listed by any authorized government body or foreign mission as high-risk or non-compliant.
- The company is unable to provide valid documents, such as updated licenses, financial statements, or government clearance.

5. Verification Process

Before entering into or continuing a recruitment partnership, the agency will:

- Conduct background checks and due diligence on the company's operations and financial status.
- Request official documentation confirming the company's active operational status.
- Maintain ongoing communication with foreign missions, embassies, and regulatory bodies for updated information.
- Immediately suspend recruitment if any red flags or risk indicators arise.

6. Worker Protection

If an existing partner company becomes bankrupt, goes on strike, or closes:

- Recruitment and deployment activities will be immediately halted.
- Affected workers will be guided on safe return, re-placement options, or available support in line with legal requirements.
- The agency will notify the relevant authorities, including the Sri Lanka Bureau of Foreign Employment (SLBFE), and follow required protocols.

7. Compliance

All staff must strictly follow this policy. Any violation will result in disciplinary action in accordance with agency regulations and Sri Lankan recruitment laws.

8. Review

This policy will be reviewed periodically to ensure alignment with legal, industry, and regulatory changes.

Approved & Endorsed By

Managing Director
New Super Star Manpower (Pvt) Ltd

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