



**NICE**  
**OVERSEAS Pvt. Ltd.**

Lic. No: 1089/073/074

Nice Overseas Pvt.Ltd prioritizes every individual deserves respect with dignity, safe, healthy living and working condition that are free from exploitation and discrimination, therefore we regard fair and ethical recruitment as our clear responsibility to do our human resource business in a way that contributes to protecting human and labor rights worldwide.

We believe respecting human rights is the foundation of fair and ethical human resource business, emphasizing adequate transparency and accountability to enhance responsible and sustainable recruitment practices to eliminate the probability of modern slavery. We are committed to advocating the need for fair and ethical professional conduct in adherence to law and workers' rights with the collaboration of governmental and external organizations to abolish unethical recruitment practices such as false promises, forced labor, debt bondage labor coercion and discrimination.

Consistent in respecting people and supporting universal human rights, adhering to local laws and regulations, and contributing positively to our people, communities and clients by eradicating the risk of unethical recruitment practices.

To meet all the above-mentioned criteria and to make foreign employment safe and limited, Nice Overseas Pvt Ltd has created its business operation policy under Nepal's Foreign Employment Act 2008, Labor Act 2017, and compliance with ILO convention and RBA standards.

All this company's internal and external workers are selected and recruited ethically as well as in a limited manner. Nice Overseas Pvt Ltd is confident and believes that this process will minimize all the procedural errors that may occur during selection and recruitment.



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## CANDIDATE SOURCING



# ZERO-COST EMPLOYMENT ASSURANCE

As a dedicated recruitment agency, we are fully committed to strict legal compliance. Our services are offered to job seekers at zero cost, tailored to employers' needs and preferences. Our innovative approach, "zero-cost recruitment," aims to strategically reduce the financial burden of hiring while maximizing efficiency and effectiveness. Within this framework, we implement procedures aimed at substantial reduction of recruitment expenditures, all without compromising the quality of talent acquired. It is imperative to prioritize fairness and transparency by ensuring that candidates do not bear any costs throughout the zero-cost recruitment process. To achieve this, we adhere to the following steps:

## COUNCELLING

- Ethical Recruitment focus
- General Awareness Promotion
- Worker empowerment
- Reducing intermediary reliance
- Helpline Utilization and confidential whistle blowing

## ZERO COST RECRUITMENT COMMITMENT

- Conduct Orientation Prior to Submitting Job Applications
- Require Candidates to Commit to Zero-cost Recruitment Principles
- Complete the Job Application Form
- Shortlist Candidates for Interviews
- Finalize the Selection Process

## ZERO COST SURVEY

- Selected candidates are invited to take part in a survey at zero cost.
- Participants are expected to fully comprehend and acknowledge the survey content
- The Survey is to be Signed in the Presence of a Designated Server

## ZERO COST DECLARATION

- Execution of Pre-departure Orientation
- Thoroughly assesses the entire recruitment process
- Formal Execution of the Final Declaration
- Candidate's Acknowledgment of the Declaration in the Presence of Witnesses
- Witnessed and Validated by a Third Party (Legal Representative or NGO)"

**Documents and forms are strictly controlled by Nice Overseas HR department.**

Zero Cost Recruitment  
Commitment Form  
Doc.Con.No. NOPL/ER/38 Rev 0

Zero Cost Survey Form  
Doc.Con.No. NOPL/RL/06.ii Rev 0

Zero Cost Declaration form  
Doc.Con.No. NOPL/RL/06.i Rev 0

# Recruitment Procedure Process Flow

