



[www.induspect.com](http://www.induspect.com)



# Induspect

**THE FUTURE OF WORK, TODAY**



IND/HR/RB-01/REV-0  
Dated-Dec2023



# Table of Contents

Messages from Our Team	1
Induspect The People's Company	2
The Induspect Edge	3
Our Offices	4
Life at Induspect	4
Organizational Structure	5
HR Policies	6
Conduct Policies: Professionalism and Integrity	7
Appraisal System Rewarding Excellence	8
Learning Opportunities	8
Leave Entitlement	9
Employee Engagement Activities	9
Medical Benefits: Caring for Our Team	10
Shape Your Career Trajectory	10-11
Who We Seek	12-13
Who Should Join?	13



# Messages from Our Team

Here's a glimpse at what to expect while working with Induspect. Hear from our team!

*"I'm delighted to introduce Induspect to you today in my capacity as a Regional Manager. Our employees are the backbone of this organization - their passion and dedication enable us to deliver excellence daily. We firmly believe a positive work culture cultivates engagement and drives results.*

*"Customer first" is embedded in our DNA and shines in every aspect of our operations. We work together to provide timely, cost-effective services.*

*Together, we are building a legacy of world-class performance at Induspect. Our commitment to clients, combined with the expertise of our talent, forms our legacy.*

*With headquarters in Australia and domestic and international offices, Induspect is a trusted global partner. We lead with our vision to unlock potential in every project we undertake.*

*We keenly look forward to working together and exceeding your expectations. I'm confident that our collaboration will lead to greater achievements."*

**– Regional Manager, Induspect India**

*"As an HR executive, my responsibilities have spanned from managing our incredible talent to handling Payroll and Compliance Management. It's been a journey of growth for me and our company.*

*Induspect provides its employees with several opportunities to grow professionally and promote change. The organization values its people and their contributions.*

*We believe in open communication and employee feedback to tackle varied challenges. This helps us align our HR approach with our company's vision while ensuring everyone's satisfaction.*

*Our work culture is built on a positive work-life balance, which is the key to long-term success and employee well-being. Positivity fuels our daily interactions and propels our team forward.*

*Diversity is our strength. We welcome people from all backgrounds and perspectives as it opens doors to new perceptions and ideas. It's what empowers us to innovate and adapt.*

*Let's build a brighter future together!"*

**– HR Executive, Induspect India**

[www.induspect.com](http://www.induspect.com)



**IND/HR/RB-01/REV-0**  
**Dated-Dec2023**



# Induspect The People's Company

Since our inception in 2011, we've been known as 'the people's company.' Induspect has stood out in the global workforce arena, guiding professionals and graduates to ambitious career heights.

Originating from Perth, Australia, we've grown into a powerhouse across the Asia-Pacific, connecting over 500 enterprises with top-tier talent.

## Innovative and Inclusive

Leading in workforce services, we blend technology with human-centric policies, catering to sectors from Oil and Gas to Manufacturing. Our workspace champions balance and collaboration, fostering independent thought and career progression

[www.induspect.com](http://www.induspect.com)



**IND/HR/RB-01/REV-0**  
**Dated-Dec2023**



# The Induspect Edge



At Induspect, our edge is not just our expansive global reach but our strategic assets and values:

- **Worldwide Network:** Seamlessly connecting global talent and opportunities.
- **Innovative HR Solutions:** Powered by a comprehensive database and ATS.
- **Compliance Mastery:** Navigating complex international labour laws effortlessly.

[www.induspect.com](http://www.induspect.com)



## Joining Induspect: A Smart Career Move

Choosing Induspect means aligning with an organization that values innovation, growth, and employee satisfaction.

- **Mission:** We aim to provide high-quality, cost-effective HR outsourcing and consultancy services.
- **Vision:** Leading the way as an innovative workforce solutions provider.
- **Growth & Expansion:** We've seen significant global expansion, especially with the integration of AI in recruitment processes.

## Workplace Benefits

Induspect offers a modern work environment that aligns with what today's workforce values:

- Flexibility in schedules and work locations.
- A culture of teamwork and independent project management.
- Opportunities for innovation without micromanagement.



## Our Offices

Our offices and site operations are seen across Australia, Bangladesh, Singapore, Malaysia, China, and India.

Induspect is spread across various towns and cities in India for its operations.

[www.induspect.com](http://www.induspect.com)



## Life at Induspect

Induspect is dedicated to a work-life rhythm that supports your aspirations. Our evolving policies ensure a workplace that adapts with the times and prioritizes your well-being.

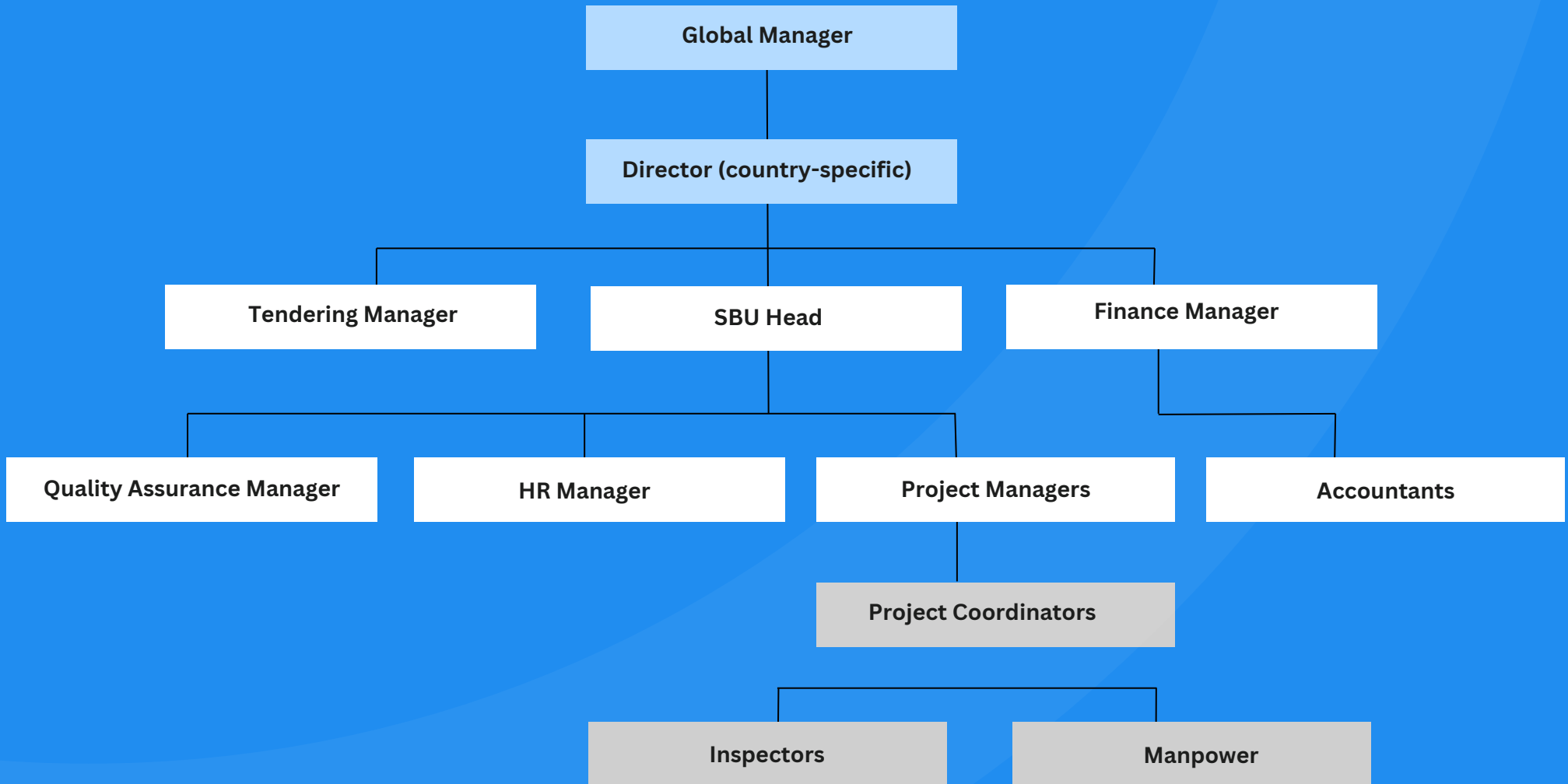
- **Adaptable Policies:** Tailored to meet both personal and professional growth.
- **Future-Focused:** Continually innovating for the betterment of our team.
- **Learning from the Past:** Building on a strong foundation to shape a brighter future.



IND/HR/RB-01/REV-0  
Dated-Dec2023



# Organizational Structure





# HR Policies

## Our Commitment to You

Induspect's HR policies are crafted to support a diverse and dynamic workforce. Our goal is to create an environment where each member can achieve their personal and professional best.

### Inclusivity and Respect

- **Diversity and Inclusion:** Embracing varied backgrounds to enrich our workplace.
- **POSH Policy:** A stringent stand against sexual harassment, ensuring a respectful environment for all.

### Health, Safety, and Ethics

- **Well-being:** Promoting health, safety, and ethical practices across all roles.
- **Work-Life Synergy:** Encouraging balance through comprehensive policies.

### Rewarding Commitment

- **Gratuity Policy:** Recognizing years of service with fair compensation, in compliance with the Payment of Gratuity Act, 1972.
- **Security:** Provision for gratuity in various scenarios, including untimely death or disablement.

[www.induspect.com](http://www.induspect.com)



**IND/HR/RB-01/REV-0**  
**Dated-Dec2023**



# Conduct Policies: Professionalism and Integrity

## Upholding Our Image

Induspect champions a professional image through a formal dress code that reflects our commitment to excellence. Our attire policy ensures that all team members, regardless of gender, are dressed to meet the high expectations of our clients and the standards we set for our workplace

## Ethical Practices

- **Zero Tolerance:** Strictly against bribery and corruption in all forms.
- **Universal Application:** This principle guides all staff and extends to our dealings with third parties.
- **Compliance and Guidance:** Adherence to anti-bribery laws with clear protocols for maintaining integrity

[www.induspect.com](http://www.induspect.com)





# Appraisal System Rewarding Excellence

Induspect's appraisal system is designed to recognize and reward the dedication and achievements of our team members. We are committed to

- **Fair Evaluation:** Assessing performance based on merit and experience.
- **Acknowledgment:** Valuing the contributions to personal growth and the company's success.

# Learning Opportunities

Embark on a learning journey with Induspect that shapes you into a future-ready professional.

- **Tailored Training:** Targeted programs for skill enhancement.
- **Interactive Workshops:** Collaborative learning experiences.
- **Job Rotations:** Diverse departmental exposure.
- **Mentoring:** Personalized guidance for career advancement.

[www.induspect.com](http://www.induspect.com)



IND/HR/RB-01/REV-0  
Dated-Dec2023



### Understanding Your Needs

<b>Flexible Leave Schedule</b>	Tailored to individual needs.
<b>Sick and Casual Leave</b>	7 days annually

### Special Leave Provisions

<b>Compensatory Leave</b>	For working on holidays.
<b>Maternity Leave</b>	For expecting female employees.
<b>Leave Without Pay</b>	Available as needed

### Additional Benefits

<b>Privileged Leave</b>	Up to 18 days for those with over 240 days of service
-------------------------	---

### Approval Process

All leaves subject to management approval and specific terms.

[www.induspect.com](http://www.induspect.com)



# Leave Entitlement

Induspect is committed to supporting our employees' work-life balance through a comprehensive and fair leave policy.

# Employee Engagement Activities

- **Celebrations:** Recognizing birthdays, anniversaries, and festivals.
- **Team Building:** Regular activities to strengthen team cohesion.
- **Awards:** Quarterly acknowledgments for outstanding performance.

Induspect is dedicated to maintaining an enthusiastic and connected workforce.



### **Work Atmosphere**

- Open, transparent communication across the hierarchy.
- Cross-functional collaboration on client engagements.
- Focus on creative thinking and problem-solving.
- Embracing emerging technologies to stay ahead.

### **Expectations from Talent**

- Alignment with values of integrity, excellence, and accountability.
- Strong work ethic and taking initiative.
- Specialized skills and qualifications in the field of hire.
- Customer-centricity, solutions orientation.

### **Engagement Initiatives**

- Annual awards to recognize top achievers.
- Employee experience surveys with action planning.
- CSR volunteering activities and sports events.
- Development workshops and seminars with industry experts.

### **Performance Rewards**

- Promotions, fast-tracked growth for consistent performers.
- Salary increments, spot bonuses for exceeding targets.
- Sabbaticals, international transfers for high potentials.
- Profit sharing and stock incentives at leadership levels.

**The stage is set for professionals to script their career growth stories at Induspect. Together, we can achieve incredible feats.**

[www.induspect.com](http://www.induspect.com)



**IND/HR/RB-01/REV-0**  
**Dated-Dec2023**



## Medical Benefits: Caring for Our Team

Induspect is committed to the well-being of our employees, offering comprehensive medical insurance and support incentives to ensure peace of mind during critical medical needs. Our support extends beyond professional to personal care for our permanent team members.

## Shape Your Career Trajectory

At Induspect, we empower employees to take charge of their career journeys with us. Professionals have access to diverse opportunities to learn, grow and advance based on their strengths and aspirations. Our collaborative culture brings together experts across functions to find solutions and drive innovation. We encourage new perspectives, bold ideas, and questioning the status quo. Salient features include:



[www.induspect.com](http://www.induspect.com)



IND/HR/RB-01/REV-0  
Dated-Dec2023



# Who We Seek

At Induspect, we promote dynamic relationships and a motivation-driven outlook. We expect our candidates to be self-driven, able to work under minimum supervision and have an innate curiosity to learn and a flexible mindset. We seek professionals who align with our ethos of unlocking human potential. Beyond relevant qualifications, we look for certain key traits:

## **Creative Problem-Solving**

We hire people who redefine possibilities using creative approaches and unique perspectives. They see challenges as opportunities and push boundaries.

## **Customer Commitment**

Our talent maintains an unwavering commitment to customers, responding with urgency and delivering value. Client success is their goal.

[www.induspect.com](http://www.induspect.com)



IND/HR/RB-01/REV-0  
Dated-Dec2023



## Execution Excellence

We want self-motivated players who take ownership of outcomes, persevere in adversity, and lead by example. They are keen on making an impact.

## Continuous Learning

Our professionals demonstrate intellectual curiosity to keep growing personally and professionally. They proactively upgrade relevant skills.

**As our company mission states, we believe in human capabilities and building talent. If you resonate with these traits, you will find a space to thrive at Induspect.**

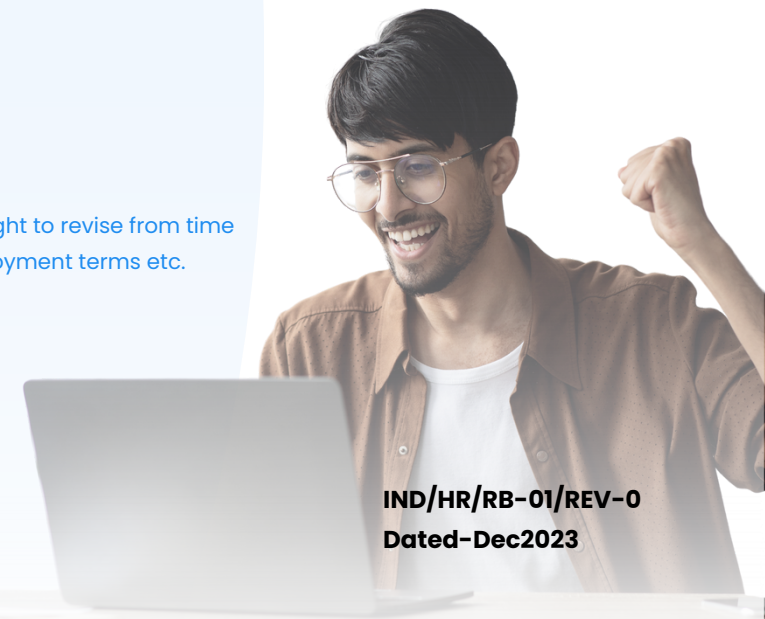
Disclaimer-Information provided in brochure is for general reference purpose only. Company reserves the right to revise from time to time without prior notice. Actual entitlements vary on case to case basis & are effected by seniority, employment terms etc.

[www.induspect.com](http://www.induspect.com)



# Who Should Join?

- Team players
- Individuals with a creative mindset
- Out-of-the-box thinkers
- Patient individuals
- Candidates who can support their team while overseeing their personal growth



**IND/HR/RB-01/REV-0**  
**Dated-Dec2023**