





Circular # HR 42-2020  
08 Dec 2020

## BACKGROUND CHECK POLICY – COCO EMPLOYEES

1. **Prelude.** Owing to the GO's orientation in increasing number of COCO Sites, it has become imperative that checks and balances are put in place to mitigate financial misappropriation(s) and other functional/ administrative irregularities.
2. **Operating Modality.** Management Staff and Cashiers of COCO Sites shall provide following documents at the time of Hiring to the HR Department:-
  - a. **References.** At least 2 x references from the previous organizations/ setups in case of experienced staff; while, fresh starters will provide 2 x references from their family or friends.
  - b. **Police Character Certificate.** Character Certificate from local Police Station shall be provided by the employee(s)/ selected candidate(s).
  - c. **Affidavit by Candidate After Selection.** Employee(s)/ Selected Candidate(s) shall sign an affidavit (**Annex A**) declaring that he would abide by the Rules and Regulations of Company and also that he may be held responsible in case of any direct or indirect involvement in misappropriation(s) and functional/ administrative irregularity(ies) through negligence.
  - d. **Affidavit by Guarantor After Selection**
    - (1) Guarantor shall be provided by each employee/ selected candidate who will sign an Affidavit (**Annex B**) in case employee's actions do not conform to the Company's Rules and Regulations.
    - (2) Guarantor shall be the person (blood relative or friend) who is easily accessible with good repute.

  
\_\_\_\_\_  
CEO  
Khalid Riaz

  
\_\_\_\_\_  
GM/HR  
Brig Muhammad Naeem Sarwar (Retd)

Gas & Oil Pakistan Ltd.

**Corporate Office:**

23-T, Gulberg II, Lahore, Pakistan.  
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ANNEX A

AFFIDAVIT - EMPLOYEE

I, Mr. \_\_\_\_\_ Son of Mr. \_\_\_\_\_ bearing CNIC# \_\_\_\_\_, resident of \_\_\_\_\_ solemnly swear that I do not have any criminal record. I also give the undertaking that I will follow Company rules and regulations as part of my employment contract and that Company reserves the right of legal proceedings against me in case of any misappropriation or financial irregularity in which my direct/ indirect involvement is observed/ found.

\_\_\_\_\_  
DEPONENT

\_\_\_\_\_  
WITNESS 1

Name:  
CNIC:

\_\_\_\_\_  
WITNESS 2

Name:  
CNIC:

\_\_\_\_\_  
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**ANNEX B****AFFIDAVIT - GUARANTOR**

I, Mr. \_\_\_\_\_ Son of Mr. \_\_\_\_\_ bearing CNIC# \_\_\_\_\_, resident of \_\_\_\_\_ solemnly swear that I personally know Mr. \_\_\_\_\_ having CNIC # \_\_\_\_\_ and guarantee his good character and work ethics. I acknowledge and agree that HR UNION Enterprises Private Limited reserves the right to take legal action and call in my guarantee for any action by Mr. \_\_\_\_\_ in which financial misappropriation is observed/ found and also the action(s) that do not conform to the Company's rules and regulations.

\_\_\_\_\_  
DEPONENT

\_\_\_\_\_  
WITNESS 1

Name:  
CNIC:

\_\_\_\_\_  
WITNESS 2

Name:  
CNIC:

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