

# People *Before* Profit



**Wide Space International P. Ltd.**  
An Ethical Recruitment Agency



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# Message from the Chairman



**Ram Prasad Shrestha**  
Chairman

A very warm Namaste to all of you,

It gives me great pleasure to share that we are one of the leading foreign recruitment agencies in Nepal. A subsidiary of the Harvest Moon Group of Companies, we have earned a reputation to be an authentic agency, seeking to help all those interested in exploring Malaysia as a work destination.

We are a globally certified agency with recognition from Responsible Business Alliance and ISO 9001: 2015 and follow world class sustainable recruitment practices.

I strongly believe that in order to succeed, we must invest in people. WSI takes its motto "People before Profit" to heart, and we have created a close knit team with over 25 years of experience, ensuring that our people who have been with us since the beginning also see growth within our company.

I personally have over 3 decades of experience in the Travel, BFI and Real estate industries, and believe there is a strong linkage with the role we play as recruitment agencies in the future of those who seek foreign employment. Remittance has been the backbone of Nepal's GDP and economy, and in order to do so, it becomes more important than ever to ensure that all those looking to go abroad have access to clear information and are equipped with the right skills and knowledge for their jobs abroad.

We are specialised in sending workers in 4 key employment categories including hospitality, security, manufacturing and logistics. We look forward to working with you to attain a better future, as we have successfully recruited over 25,000 individuals in the last two decades.

Please reach out to us, to ensure that we can facilitate the right people for the right job, to ensure that an individual can reach their full potential.

**“ We are a globally certified agency with recognition from Responsible Business Alliance and ISO 9001: 2015 and follow world class sustainable recruitment practices.**



**25000+**

Successful  
Recruitment



**18+**

Year of  
Experience



**50+**

Long Term  
Partners

With almost 2 decades of experience in ethical recruitment, Wide Space International has been leading in putting the right person, in the right place, at the right time. We have been working closely for job placements of Nepalese in companies in Malaysia. We are one of the top five recruiters for Malaysia in Nepal. We take pride in being specialized in foreign worker recruitment for a specific destination and are committed to recruiting deploying and managing reliable foreign skilled, semi-skilled workers for Malaysian businesses.

# WHO WE ARE

## Leading Foreign Recruitment Agency

A subsidiary of the Harvest Moon Group of companies, Wide Space International has earned a reputation for itself and created a remarkable presence for itself in the recruitment industry. We have our own contact office in Malaysia to help solve any workers problem that may arise within a short span of time, we can also work as a translator if there is any language barrier between the worker and the client.

As an ISO 9001:2015 certified recruitment agency, Wide Space International has a zero-cost recruitment policy designed for ease of use for candidates who are ready to be a part of the global industry. We aim to appoint the right people for the right job where they can work to their full potential and produce excellent results for the companies they are appointed for.



# Mission Statements

- To multiply smiles on the faces of rural Nepalese youths through providing work opportunities, ethical recruitment, and productive management.
- To bridge the gap between the employer and the employee by bringing global employment opportunities to Nepal
- To be acknowledged as a team of recruitment professionals with the expertise to consistently facilitate an optimum result for both our clients and candidates
- To provide an invaluable service that greatly contributes to a company's or individual's success.
- To always conduct ourselves in a manner that reflects our passion and commitment to delivering a positive outcome for all parties involved.
- Ensure that all our team members are committed to our Mission Statement and share similar values and high standards.
- To continually learn and grow both personally and professionally to best assist others to reach their recruitment goals.
- Constantly review and improve all aspects of our company.
- To keep acquiring relevant information and expanding our knowledge and expertise to be considered 'true consultants' and 'trusted advisors'.
- To create lasting relationships with our clients and candidates based on honesty, integrity, trust, and mutual respect.
- To be innovative and creative and add value to the recruitment process at every opportunity to further enhance the outcome.
- To appreciate the responsibility that we assume in assisting people to make important recruitment decisions that can have a significant impact on their lives.
- To undertake our roles with a sense of dignity, optimism, pride, and gratitude.
- Take time out to celebrate our successes and those of others.
- Always remember to appreciate our clients and candidates for the privilege of assisting them.





# OUR PEOPLE

**We believe investing  
in people is our  
strength and asset.**

Along with offering better employment opportunities for those who seek to migrate abroad, we are also proud of the culture we have created at Wide Space International. It's a testament to our leadership who have over 25 + years of experience in different industries. Some of our team members have been with us since the very beginning, which is a result of the work culture cultivated by our leadership.





# Our Board Members



## **Ram Prasad Shrestha** Chairman

The Chairperson of the company, Mr. Ram Prasad Shrestha, is an expert recruiting Agent who has more than 30 years of experience in the Travel Business, Banking and Financial business, and Real Estate business. Mr. Shrestha is not just known in the recruiting sector but is a pioneer Travel Agent whose success stories are an example for newcomers in this sector.



## **Sulekha Shrestha** Executive Director

Mrs. Sulekha Shrestha, Executive Director of the company is also involved in several businesses. Managing director of Harvest Moon Travel and Tours and Chairperson of Bhumiputra Saving & Credit Cooperative Ltd, she is supported by a team of dedicated market professional staff members. She has been in this field for more than 20 years whose success stories have inspired a lot of newcomers in the business.



# Community

Through our philanthropic campaigns, we aim to empower our societies and create an overall positive impact. Our internally driven and community-focused initiatives and campaigns play a huge role in establishing our name as a socially responsible corporate.

As an ISO 9001:2015 certified recruitment agency, Wide Space International has a zero-cost recruitment policy designed for ease of use for candidates who are ready to be a part of the global industry. We aim to appoint the right people for the right job where they can work to their full potential and produce excellent results for the companies they are appointed for.

# QUALITY COMPLIANCE



## Anti-bribery Policy

### Prohibiting Bribery, Corruption, Extortion, and Embezzlement

- It is our policy, to be honest, and ethical in conducting our business. We take a zero-tolerance approach to bribery, corruption, extortion, and embezzlement. We will uphold all laws relevant to counter bribery and corruption. We remain bound by the laws of Nepal, including the Prevention of Corruption Act 2059 (2002 A.D).
- In this Policy, "third party" means any individual or organization we come into contact with at work, and includes actual and potential customers, suppliers, business contacts, agents, consultants, and any partners.
- To address these risks, we have taken the following steps:
  - a) Implement an anti-corruption and bribery code;
  - b) Take steps to implement a training program for all employees;
  - c) Regular review and update to this Code and Ethics Policy.
- Definitions:
  - a) Bribe - Anything in value given to affect a person's actions or decisions in order to gain or retain a business advantage. Anything of value includes cash, entertainment or other gifts or courtesies.
- It is not acceptable to
  - a) Give, promise to give, or offer, a payment, gift or hospitality to secure or award an improper business advantage;
  - b) Give, promise to give, or offer, a payment, gift or hospitality to a government official, agent or representative to facilitate, expedite, or reward any action or procedure;
  - c) Accept payment from a third party knowing or suspecting it is offered with the expectation that it will obtain a business advantage for them;
  - d) Induce another individual or associate to indulge in any of the acts prohibited in this policy;
  - e) Threaten or retaliate against another associate who has refused to commit a bribery offence or who has raised concerns under this policy;
  - f) Give or accept any gift where such gift is or could reasonably be perceived to be a contravention of this policy and/or applicable law;
  - g) Engage in any activity that might lead to a breach of this policy.
- All reasonable suspicions must be reported in line with the Whistle Blowing Procedure. Any employees who fail to report such acts when they reasonably suspect or know another employee has committed the act will be treated as gross misconduct and may result in disciplinary action.

## Responsible Recruitment

### Policy for the responsible recruitment of workers

- Wide Space International Pvt Ltd.'s commitment to ensure all workers within our operations and supply chains are recruited, and (if relevant) supplied, ethically and professionally and,
- The protections apply to all workers throughout their application, recruitment and subsequent employment or supply.
- Wide Space International (P) Ltd requires the same commitment of all business partners, including:

**Suppliers and Service Providers :** Organisations that provide services for workers, e.g. health centres, insurance providers, visa processing providers/ relevant authorities, travel agents, travel providers, skills certification agents/training providers, dormitory providers, translation/interpretation agencies, accommodation agents and any other relevant business partners.

**Labour User/Employer clients :** We will monitor their conformity with these requirements.

# EMPLOYMENT CATEGORIES

Manufacturing



Hospitality



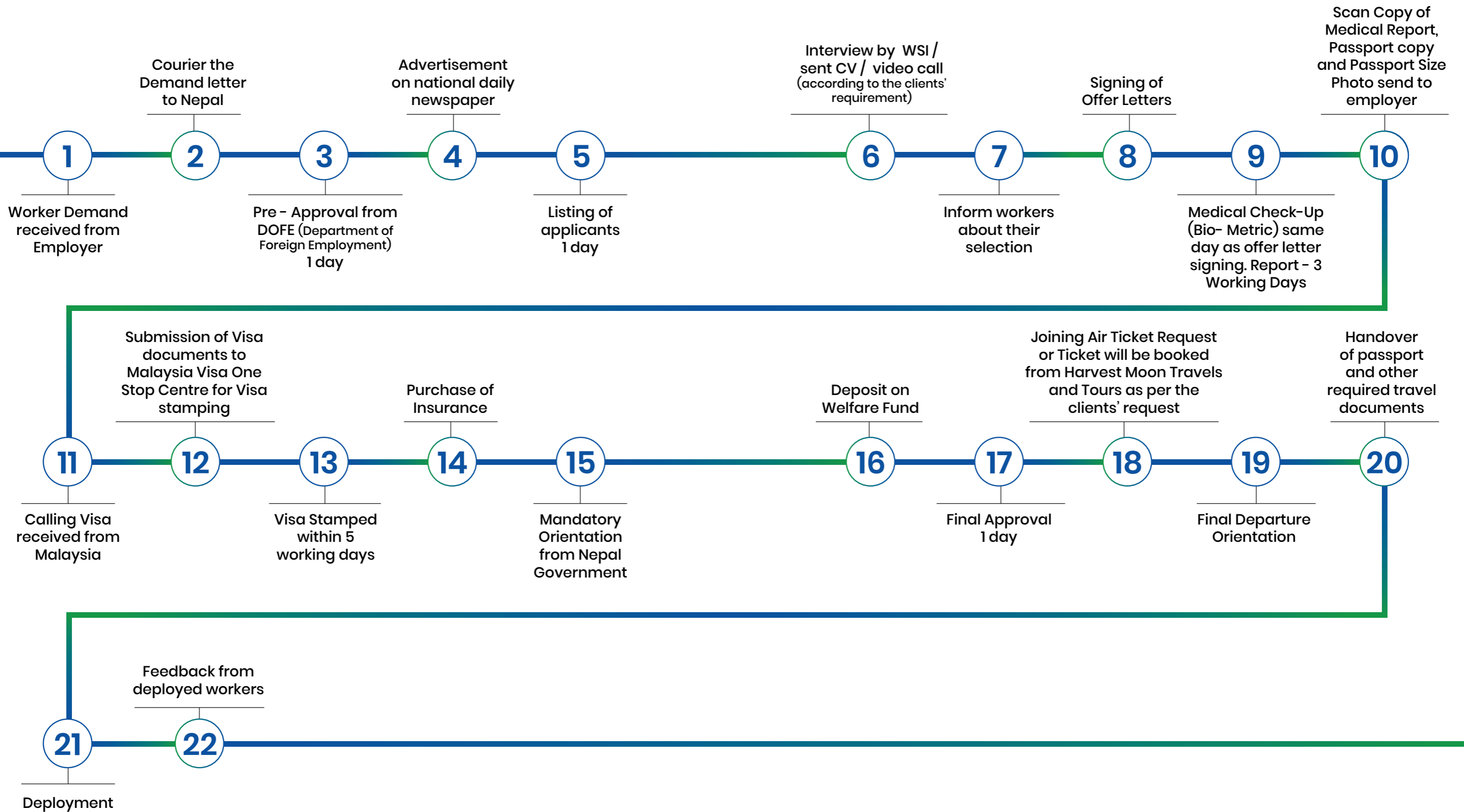
Logistics



Plantation



# RECRUITMENT FLOW CHART



# OUR PROCESS

1. Receive Legal Documents from the company
2. Obtain Pre approval from Ministry of Labor Department
3. Vacancy announcement
4. Selection Process
5. Medical and other test
6. Visa Processing
7. Obtain Visa
8. Final Approval from Ministry of Labor Department (DoFE)
9. Necessary Preparation and Pre Departure Orientation
10. Deployment
11. Arrival at Company
12. Follow up / Feedback



# POLICY COMMITMENTS

Wide Space International (P) Ltd.'s is committed to embedding the Responsible Recruitment Pillars and Standards listed below into our operations and supply chains.

We strictly adhere to below compliances



## Professional Pillars

- Wide Space International (P) Ltd.'s has a business structure, business model and governance compatible with operating legally, ethically and sustainably.
- Ethical standards of recruitment and labour supply are embedded through effective management systems.
- Open and transparent relationships are developed and maintained between clients and recruiters who work together strategically for mutual benefit.
- A worker-centred approach is taken to ensure high levels of worker job satisfaction and engagement.
- All workers receive contractual and statutory benefits to which they are entitled without detriment.
- Workers' employment taxes and social costs are accurately calculated and paid to the appropriate authority promptly.
- Workers' working time is managed and does not exceed relevant legal, ethical standards and contractual limits.
- All workers' work is safe.
- Accommodation is safe, hygienic, meets resident workers' basic needs and accords with relevant legislation.
- Transport provided for workers is safe and accords with relevant national laws and guidance.

## Ethical Standards

- No recruitment fees or related costs are paid by workers, and where evidence of fee-charging is discovered, workers are reimbursed.
- Job offers are clear and accurate. All workers understand both the nature of work required and the terms and conditions related to the job.
- The collection, storage and processing of workers' personal data accords with national law and the principles of confidentiality, proportionality and necessity.
- No child labour is used.
- Workers have the legal eligibility to work in the country, region and job role, and for the client, they are recruited/supplied for.
- Workers are employed/engaged in a formal and lawfully recognised relationship appropriate to their working arrangements and they are offered regular work.
- All workers are paid for all working time, on time, and in accordance with national law and their contract/assignment details form.
- All workers receive the paid holiday to which they are entitled without detriment.
- Workers' right to freedom of association is respected during their recruitment and supply.
- All workers receive fair and equal opportunity and treatment during their recruitment and supply.
- Workers are protected from mistreatment at work, including discrimination, harassment and bullying during their recruitment and supply.
- The appropriate remedy is accessible to all workers during their recruitment and supply.
- Workers are not unreasonably restricted from taking up employment opportunities with the Labour User they are supplied to or connected party.
- Termination of workers' contracts is handled responsibly, with workers receiving all outstanding pay and benefits to which they are entitled.
- Proactive steps are taken to reduce the risk of workers being subjected to forced labour, labour trafficking or other hidden third-party labour exploitation during their recruitment and (supply, with an appropriate response, should this be discovered.

# CERTIFICATIONS









# OUR CLIENTS



# CLIENT'S REVIEW



Dearest Ram Ji, Sulekha Ji and our beloved Widespace Family.

Thank you so much for the continued services provided by Wide Space International. Thank you also for your cooperation and support in achieving our recruitment target.

Your great hospitality is not forgotten! We appreciate all the arrangements that you have prepared for us including food, accommodation etc.

It's our honor to collaborate with you and we are looking forward to working with you and the team in the long run.

Kathmandu, Nepal has become our second home!

Kathmandu, Nepal has become our second home.

Regards  
Thanks !

**Sasicala  
Panasonic Appliances  
(M) Sdn. Bhd.**



Dear Mr & Mrs Ram,

First and foremost, thank you for the warm hospitality you and your team had provided to us. We appreciate your kind arrangement of the schedules.

As a representative of Marelli Motori Asia, it's our great honor to collaborate with your team here in Nepal. The source of manpower that we have for the past 2 days were among the best talents so far, in my personal point of view. We are pretty much appreciative with your one stop center (OSC) facilities and it shows your commitment towards the information based organization.

We are confident and believe that given more time and details about our company, Marelli Motori Asia, you and your team will be able to match more technical resources for our company profile.

Last but not least, please continue your tremendous support towards Malaysia primarily and also building the good relation between Malaysia and Nepal.

Good luck

**Marelli Motori  
Inspired Solution.**

Warmest Regards  
**Imran Khan B. Shah  
Rahman**



Dear Mr & Mrs Ram and all widespace staffs,

Very nice meeting with you all and thank you for everything you all have done for us throughout our visit here in Kathmandu.

Thank you for your cooperation in helping and making our audit training a success! Thank you for your time and effort in preparing all the documents and evidence during and for the audit.

There are a lot of improvements done since our last audit in 2015. Keep up the good work.

Once again thank you and we had a lot of fun and are happy to be here and hope to meet you again!

Best regards

**Rosalyn  
ST Microelectronics**



Dear wide space team

Thank you for the hospitality given during the session!

Hope we can work together again in the future.

**Fadil  
Sushi King Sdn. Bhd.**



Dearest Mr.& Mrs Ram and all the family of widespace international.

It has been a pleasure to visit Kathmandu, Nepal to meet everyone on your team. Learning about Nepal and the people has indeed been an eye opening experience.

Your hospitality is beyond any I have experienced and I can only say this will pave the everlasting journey for the team.

Thank you for everything and thank you for the professionalism amidst the very warm culture and people of Nepal.

Namaste!

Yours sincerely

**Ivene Teo  
STMicroelectronics  
HR Director**



Dear Widespace,

Special thanks to your support to achieve our target.

We really appreciate your hospitality to us. We are looking forward to working together with you in the future.

Thank you  
Regards

**Shorubber Team  
Mdm Yap,  
Mdm Idayu  
Mr. Fausi & Mr. Farhan**



Dear Wide Space team

Excellent support with continuous smiles. Keep up the good work! We appreciate your hard work to help get permits for our workers.

On the behalf of Ichor systems we would like to express our gratitude and wish you all the best.

Special thanks to Mr.Ram and Mrs. Basu and the whole team.

**See you all again**



**Wide Space International hosted our visit to Kathmandu and they have been fantastic hosts. Our credits are dedicated especially to Mr Ram, Madam Sulekha. We recognized their professionalism and efficiency. Well done sir.**

**May our partnership's lasting and our journey together brings us prosperity in friendship.**





## INFORMATION TO ALL

Wide Space International (P) Ltd. (WSI) practices ethical recruitment and a zero-cost policy, hence we request all the applicants to not be fooled and pay anybody in form of money, gift, livestock or favor. Contact us on our helpline immediately to report any threats, attempt to collect any recruitment fee by anybody, we have a strong grievance mechanism and your identity will not be disclosed.

**Helpline No: 9801232117**  
**Email: grievanceatwsi@gmail.com**

## सर्वसाधारणको लागि जानकारी

वाइड स्पेस इन्टरनेशनल प्रा.लि.ले वैदेशिक रोजगारी भर्तीका लागि नैतिकतापूर्ण र शून्य लागत नीति अभ्यास गर्दछ, त्यसैले हामी सबै आवेदकहरूलाई जानकारी गराउँछौं कि कसैको प्रलोभनमा परी भुक्तानीको रूपमा कुनै पनि तवरले जस्तै पैसा, उपहार, पशुधन वा सहयोग नगर्न अनुरोध गर्दछौं। यदि कुनै व्यक्तिले तपाईंलाई डर, धाक, धम्क दिई वैदेशिक रोजगारमा जानको लागि रकम असुली गर्न खोजेमा तल दिइएको हाम्रो हेल्प लाइनमा सम्पर्क गर्नु होला। हामीसँग गुनासो वा सूचना दिने व्यक्तिको परिचय गोप्य रहने छ।

**हेल्पलाइन नं.: ९८०१२३२११७**  
**ईमेल: grievanceatwsi@gmail.com**

# SUMMARY OF WSI

**Name of the Organization**  
Wide Space International Pvt. Ltd.

**Corporate Address**  
Tukucha Chowk -02, Gairdhar, Harvest Moon  
Building 4th Floor, Kathmandu, Nepal

**Established on**  
2003 A.D.

**Govt Registration No.**  
24169

**Ministry of Labour Department Licence No.**  
389/059/060

**PAN No.**  
301394994

**Nature of Business**  
Foreign Recruitment Services

**We Work Closely With**  
Administration, Public Relation, Ministry of Labor  
& Transport, Accounts, Migration, Immigration  
& Airport Departments.

**Achievement**  
URS UK System Certified ISO 9001:2015

**Legal Advisor**  
R. K. Mishra & Company

**Paid-up Capital**  
30M

**Authorized Capital**  
50M

**Phone**  
+ 977 1 4415562 / 4004550 / 4004650

**Helpline Number**  
+ 977 9801232117

**Email**  
info@widespaceinternational.com  
admin@widespaceinternational.com  
grievanceatwsi@gmail.com

**Website**  
www.widespaceinternational.com

# HARVEST MOON GROUP OF COMPANIES



## You can contact us

Wide Space International (P) Ltd

Tukucha Chowk -02, Gairdhara, Harvest Moon Building  
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+ 977 1 4415562 / 4004550 / 4004650

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Help Line: +977 9801232117

Grievance Email: grievanceatwsi@gmail.com

www.widespaceinternational.com

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