



RECRUITMENT POLICY

This recruitment policy aims to establish a clear framework and guidelines for the recruitment process within our organization. This policy aims to attract and hire qualified individuals who can contribute to the success of SNF while ensuring fairness, equal opportunity, and compliance with all relevant laws and regulations.

SCOPE

This policy applies to all positions within SNF, including full-time, part-time, temporary, and contract roles. It is an umbrella policy whose principles are applicable throughout the SNF Group. Each subsidiary of the SNF Group can have a more detailed policy reflecting their country's specificities and legal requirements.

POLICY

Job Analysis and Description

- Before initiating the recruitment process, the hiring manager will conduct a thorough job analysis to determine the qualifications, skills, and experience required for the position.
- A comprehensive job description will be created, outlining the key responsibilities, qualifications, and any specific requirements for the position.

Recruitment Planning

- The hiring manager refers to the HR department, which develops a recruitment plan, including sourcing strategies, recruitment channels, and timeline.
- The plan will also consider diversity and inclusion efforts to ensure a diverse pool of candidates is targeted.

Sourcing and Advertising

- Multiple recruitment channels will attract a wide range of qualified candidates, including job boards, professional networks, social media platforms, employee referrals, and recruitment agencies.
- All job advertisements will be written clearly and unbiasedly, avoiding discriminatory language or requirements.

Application and Selection Process

- All candidates must submit their applications through a standardized process, which may include an online application form, resume, cover letter, and any additional documents as requested.
- A screening process will be conducted to shortlist candidates based on their qualifications, skills, and experience, as outlined in the job description.
- Shortlisted candidates will be invited for interviews, which may include multiple rounds, behavioral assessments, skills tests, or presentations, as applicable.
- The selection decision will be based on the candidate's qualifications, skills, experience, cultural fit, and potential to contribute to SNF.

Equal Employment Opportunity

- SNF is committed to promoting diversity in our workforce and providing equal opportunities for all, regardless of race, gender, age, religion, disability, sensitive medical conditions, trade union membership, ethnicity, nationality, social background, sexual orientation, family responsibilities, political opinion, or any other protected characteristic.
- All recruitment decisions will be made based on merit, without discrimination or bias.

Documentation and Record-Keeping

- All recruitment-related documentation, including job postings, applications, resumes, interview notes, and selection decisions, will be maintained securely and in compliance with applicable data protection laws of the relevant country.
- Records of all recruitment processes will be retained for a specified period as per legal requirements.

Continuous Improvement

- The recruitment policy will be regularly reviewed and updated to ensure compliance with the changing legal and organizational requirements.
- Feedback from candidates and hiring managers will be sought to improve the effectiveness and efficiency of the recruitment process.

This recruitment policy serves as a guideline for all employees of the SNF Group involved in the recruitment process. It is the responsibility of all employees to adhere to this policy and ensure a fair and transparent recruitment process within SNF.