



Global Recruitment Policy

Author: Global Talent Acquisition

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Overview: The purpose of this policy is to set the standard for Expleo Group with respect to the components that govern our recruitment process.

Table of Contents

1. Introduction.....	3
2. Policy Statement	3
3. Scope	3
4. Global Standards and Local Compliance	3
5. Objectives	3
6. The Recruitment Process	4
7. Employment Terms.....	5
8. Interview and Assessment.....	5
9. Feedback.....	6
10. Offer and Onboarding	6
11. Respect of Privacy and Compliance with Data Protection Regulations	7
12. Equal Employment Opportunity	7
13. Diversity and Inclusion	7
14. Recruitment Training	8
15. Accountability Procedure	9
16. Conclusion	9

1. Introduction

As a responsible and diverse organisation, Expleo is committed to attracting, developing, and retaining a workforce that reflects the global communities in which we operate. This Global Recruitment Policy outlines the principles and guidelines that govern our recruitment processes to ensure fairness, transparency, and compliance with local laws and regulations.

2. Policy Statement

Expleo believes employment is a basic right and nobody should have to pay money or in kind for it. We ensure that all employment opportunities with Expleo are available freely, solely based on the merit of candidates. We or any of the workforce providers engaged by us do not accept any payment or benefit either in cash or kind for the employment opportunities and will bear all the cost associated with recruitment of the employee. In case any deviation from above policy is experienced, the company will reimburse the cost to the employee within a reasonable duration.

3. Scope

This policy contains a comprehensive approach to hiring talent and applies to all employees and entities across Expleo.

4. Global Standards and Local Compliance

While we adhere to global standards, we operate in many countries and recognize the importance of complying with local laws and regulations in each country. Our recruitment practices will be aligned with local legislation, ensuring fair and legal processes throughout. In some cases, local countries will have their own policies that will supersede this global policy. Specifically, within Germany, pertaining to section 2, 7 and 14, local recruitment regulations and policies take precedence over our global standards to ensure full compliance with German laws and practices.

5. Objectives

The objectives of this policy are devised to align with Expleo's overall goals and to ensure an effective and inclusive approach to hiring talent.

Specific objectives include:

- Attracting talent to meet Expleo's skills and competency requirements.
- Employee retention.

- Consistency and standardisation.
- Sustain a diverse workforce.
- Compliance with laws and certifications.
- Providing a positive candidate experience and ensuring candidate engagement.
- Fairness and transparency.
- Driving continual improvement by using KPI's.
- Maintain a positive brand image to enhance Expleo's reputation.

6. The Recruitment Process

Hiring Managers must obtain approval from relevant stakeholders before the recruitment process commences.

iCIMS is our global applicant tracking system which is used to store candidates' data and track the recruitment process.

It is important to obtain prior consent from candidates before collecting their data.

6.1 Mandatory Steps in the Recruitment Process

1. Phone screen - Recruiter has completed a telephonic screening.
 2. HM review - Recruiter submits the candidates' CV/Profile to the Hiring Manager for review.
 3. 1st interview - 1st interview has been completed.
 4. Offer sent- Recruiter presents offer to candidate verbally and/or in writing. (Once necessary approval is obtained.)
 5. Offer accepted - Candidate accepts the offer (verbally and/or in writing) and is sent the contract of employment.
 6. Contract signed - Waiting to start- Candidate has signed the contract and is waiting to start.
 7. Hired - Candidate has started at Expleo.
- Approvals from relevant stakeholders must be obtained before the recruitment process commences.
 - There may be multiple interview stages in the recruitment process, depending on the local process.

6.2 Job Postings

- It is recommended that all job opportunities be posted internally and externally to encourage internal mobility and attract external talent.
- Job postings will include clear and specific information about the qualifications, responsibilities, competencies, and requirements for the position.

6.3 Application Process

- Applications will be accepted and processed through iCIMS.
- The application process will be accessible and user-friendly, accommodating candidates with diverse backgrounds and abilities.

6.4 Selection Criteria

- Recruitment decisions will be based on merit, considering the candidates' skills, training, education, and experience relevant to the position.
- Interview panels will be diverse where possible, ensuring a range of perspectives in the decision-making process.

6.5 Alignment to the ISO 9001:2015 Quality Management System Standard

- Clause 7.1 - Resources: emphasizes the need for us to determine and provide the necessary resources for the establishment, implementation, maintenance, and continual improvement of the quality management system. This includes ensuring that personnel are competent to perform their tasks, which involves recruitment and verification checks to ensure the qualifications and skills of employees.
- Clause 7.2 - Competence: requires us to ensure that personnel performing work affecting product or service quality are competent based on appropriate skills, education, training, and experience. Recruitment processes shall include verification checks to ensure that individuals possess the required competencies for their roles.

7. Employment Terms

Expleo complies with all legal requirements on working hours in all countries where it operates, and each legal entity's Managing Director and HR Director are responsible to ensure full compliance locally. In case there is no legal limit on working hours, 60 hours of work, including overtime shall be considered.

8. Interview and Assessment

8.1 Interview Process

- Interviews will be conducted by trained interview panels using standardized questions.
- We encourage behavioral and/or competency-based interview techniques to assess candidates fairly.
- Throughout the interview and selection process, no personal questions will be taken into consideration when making hiring decisions.

8.2 Assessment Tools

- Assessment tools used will be selected based on their relevance to the job and their ability to measure a candidate's suitability.

9. Feedback

Quick and meaningful feedback is imperative for maintaining a positive employer brand, prioritising candidate engagement, and providing candidates with an exceptional candidate experience.

9.1 Candidate Engagement

Providing candidates with timely feedback during the hiring process demonstrates Expleo's respect for their time. Timely feedback also keeps the candidate engaged and interested throughout the hiring process to ensure a positive candidate experience.

9.2 Constructive Feedback

Provide candidates with feedback that highlights both their strengths and areas of improvement to support them in their career professionally. A respectful approach is expected when delivering feedback. Listen attentively to any questions that candidates might have about their areas of improvement and provide actionable and encouraging feedback.

9.3 Candidate Feedback

Expleo requests feedback from candidates (through a Candidate Feedback Survey) to identify areas of improvement to the recruitment process. This feedback is regularly reviewed, and necessary actions are taken to improve the candidate experience. This might include recruiter training or improved marketing material shared with candidates. The Candidate Feedback Survey results are shared with Talent Acquisition Heads and Chief Operating Officers monthly.

10. Offer and Onboarding

10.1 Offer Process

- Employment offers will be made in writing and will contain all necessary information pertaining to the role.
- Transparent communication will be maintained throughout the offer process.

10.2 Onboarding

- Onboarding programs will be executed to integrate new employees into the organization, providing necessary training and support.

11. Respect of Privacy and Compliance with Data Protection Regulations

Expleo Group respects the privacy of its job applicants and is committed to protecting their personal data. For this purpose, Expleo Group have drafted a privacy policy to enable candidates to gain a better understanding of our practices with respect to the collection, use, disclosure, and retention of personal data obtained in connection the recruitment process.

The full detail of this policy is available online, at: <https://careers.expleo.com/en/recruitment-privacy-policy/>

It is crucial that Hiring Manager know and respect the process in place, that secure personal data processing and ensure compliance with regulations. The full details of the process are available for all internal at : <https://ardianet.sharepoint.com/sites/GRP-Compliance/Data%20Protection%20Policies/Forms/AllItems.aspx?id=%2Fsites%2FGRP%2DCompliance%2FData%20Protection%20Policies%2F2%2E%20Enabling%20Functions%20Procedures%20%26%20Templates%2FDP%20%2D%20Human%20Resources%20%26%20Recrutement%20Procedure%2Epdf&parent=%2Fsites%2FGRP%2DCompliance%2FData%20Protection%20Policies%2F2%2E%20Enabling%20Functions%20Procedures%20%26%20Templates>

We encourage all stakeholders to embrace this general compliance program.

12. Equal Employment Opportunity

Expleo is an equal opportunity employer. We commit to non-discrimination in all stages of the recruitment process, ensuring fair and unbiased hiring practices.

13. Diversity and Inclusion

We value diversity and inclusion and strive to create a workplace that is representative of the global communities in which we operate. Our recruitment processes are designed to attract a wide range of qualified candidates, fostering an inclusive environment that celebrates differences.

Please see Expleo's diversity and inclusion policy here: [ardianet.sharepoint.com/sites/GRP-PeopleServices/Diversity and Inclusion/Forms/AllItems.aspx?id=%2Fsites%2FGRP-PeopleServices%2FDiversity and Inclusion%2FDiversity and inclusion policy_EN%2Epdf&parent=%2Fsites%2FGRP-PeopleServices%2FDiversity and Inclusion](https://ardianet.sharepoint.com/sites/GRP-PeopleServices/Diversity%20and%20Inclusion/Forms/AllItems.aspx?id=%2Fsites%2FGRP-PeopleServices%2FDiversity%20and%20Inclusion%2FDiversity%20and%20inclusion%20policy_EN%2Epdf&parent=%2Fsites%2FGRP-PeopleServices%2FDiversity%20and%20Inclusion)

13.1 Diversity Commitment

Expleo is committed to diversity, equity, and inclusion in its global workforce, highlighting the value of diverse perspectives.

13.2 Inclusive Job Descriptions

Job descriptions should promote inclusivity avoiding gender-based terms and encouraging candidates from various backgrounds to apply.

13.3 Diverse Sourcing Channels

Expleo actively recruit from various platforms, networks, and institutions to reach a diverse pool of candidates.

14. Recruitment Training

We believe our people are our biggest asset and we are committed to providing our recruitment team with relevant and current training opportunities. To achieve this, we have a dedicated recruitment function that focuses on training. Training requirements are based on business needs, recruitment team requirements and industry best practices and standards. There is a responsibility on all employees that partake in the recruitment process to complete training assigned within the given time frame. Training completion reports are shared with Talent Acquisition Heads and Chief Operating Officers monthly.

14.1 Recruiter Training

The recruitment team includes recruiters as well as recruitment administrators. Current mandatory training for all recruiters includes the Recruiter Onboarding Program.

14.2 Hiring Manager Training

Current mandatory training for all Hiring Managers includes "Unconscious Bias" training. Planned training includes providing more effective feedback to candidates.

15. Accountability Procedure

Any concerns or grievances about unethical/unfair recruitment procedures can be reported here:

[External Submission Portal \(gan-compliance.com\)](https://gan-compliance.com)

Workforce service providers should take responsibility of ensuring the workers employed at Expleo have not been charged money by any middlemen in lieu of the promise for job or under any other pretext. In case such an incident is discovered, Expleo will reimburse the money to the worker and charge it to the supplier and the same shall be adjusted from the professional fees of the relevant agencies

A process will be set up to ensure adherence by workforce providers, contractors, agents providing workforce services, including acknowledgement of acceptance and periodic internal audit.

16. Conclusion

This policy reflects Expleo's dedication to embracing a diverse, inclusive, and talented workforce globally. By adhering to these principles, we strive to create an environment where everyone can thrive and contribute to the success of the organization.

This policy is subject to periodic review and updates as necessary.

Document Control

Change Tracker

Version Change Information		Who	When
V1.0	Draft of the global policy	Claudia Sneddon	19 April 2024
V1.1	TA & HR Review	Eryn Jury	23 May 2024
V1.2	Legal Review	Alina Corbu	26 June 2024
V1.3	Final Changes	Eryn Jury	4 July 2024
V1.4	Additional Changes	Eryn Jury	25 Nov 2024
V1.5	Germany Workers Council Feedback	Eryn Jury	27 Jan 2025