

Recruitment Policy

1. Introduction

At Bioemtech, we recognize that our people are our most valuable asset. Effective recruitment and selection are vital to Bioemtech's success and to the development of its staff. Achieving this requires appointing individuals with the skills, experience, and qualifications to advance our strategic goals and who can positively reflect our values. Our recruitment policy outlines a fair, transparent, and consistent final selection process, grounded in our core values and commitment to equal opportunity. It sets out our commitment to best-practice standards in hiring, ensuring that everyone involved conducts the process in an unbiased way. Selection is based on the principles of equality, merit and capability. This hiring policy serves as a guide for all employees involved in recruitment, helping us maintain a high standard in hiring practices and ensuring our workforce reflects the diversity, expertise, and innovation that drive our success.

2. Scope

This recruitment policy applies to all departments, locations, and hiring managers at Bioemtech and governs every hiring process, including full-time, part-time, temporary, fixed-term and contract engagements. It also applies to internal recruitment, secondments and promotions, ensuring that current employees have fair, transparent opportunities for advancement. By setting clear guidelines, we aim to support efficient hiring practices that align with our operational needs and strategic goals. This policy applies to the entire candidate journey including workforce planning and role design, sourcing, selection, decision-making, offers and onboarding. All processes must be merit-based, transparent and free from bias and discrimination, with reasonable accommodations provided upon request to ensure accessibility. This policy does not cover unpaid internships, volunteers or external collaborators governed by separate programs. Certain roles such as executive positions, regulated roles or grant-funded appointments may require additional steps or approvals. Any deviations must be approved in advance by HR and documented. HR owns this policy, provides training and tools and reviews adherence. Line managers are accountable for applying the process consistently. HR may pause or invalidate any process that does not meet these standards.

3. Equal Opportunity Statement

Bioemtech is an equal opportunity employer committed to building a diverse, inclusive and accessible workplace where all individuals are treated with dignity, respect and equality. We strictly prohibit discrimination on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, or any

other legally protected characteristic. We believe that a diverse workforce enhances our creativity, collaboration, and ability to succeed in a global marketplace. All recruitment and promotion decisions at Bioemtech will be based solely on job-related criteria, skills, qualifications, experience and demonstrated capability together with alignment to the company's values and mission.

We provide reasonable accommodations throughout the recruitment process and employment lifecycle. Candidates who need support and especially accessible formats, assistive technologies, adjusted interview timing or format, can contact hr@bioemtech.com. Requests are handled confidentially and will not affect hiring decisions.

To minimize bias and ensure fairness Bioemtech uses inclusive job descriptions focused on essential requirements only, structured screening and interviews with standardized questions and objective scoring rubrics, diverse interview panels where feasible, fair assessments that measure job-relevant competencies only, pay equity practices including calibration to internal ranges and market data.

4. Recruitment Process

4.1 Job Analysis and Approval

- Each hiring request begins with a structured job analysis conducted by the hiring manager to determine specific job requirements, skills, and qualifications. Job analysis ensures that hiring managers are clear about the nature of the job to be filled and that applicants/employees understand the objectives and duties of the job. Job analysis defines the purpose of the role and how it contributes to organizational goals, key responsibilities, essential and desirable criteria for the position, leveling and reporting line, expected work pattern and salary range in accordance with any market benchmarks provided by HR. It also provides a basis for measurement of job performance.
- Hiring managers submit a formal requisition for new or replacement positions to the HR department, including a business justification for the role, any relevant budgetary considerations or funding source, projected start date and timeline. The formal requisition also embodies a draft job description, selection plan and defined screening steps, assessments and the proposed interview panel.
- HR collaborates with the hiring manager and provides guidance to finalize the job description, ensuring that it accurately reflects the responsibilities, qualifications, experience, personal qualities and competencies required. This ensures that job postings are inclusive and align with our commitment to equal opportunity.
- The final job description outlines the required and desirable criteria forming a checklist against which applications can be objectively judged in order to draw up a shortlist. Criteria must be free from indirect or direct discrimination

ensuring that no applicant is placed at a disadvantage unjustifiably by requirements which have a disproportionately adverse effect on a particular group.

4.2 Job Posting and Sourcing

- Job descriptions aim to attract the best candidates in a competitive, transparent, timely and cost-effective way. Vacancies will be posted internally on our company to encourage internal mobility. Equivalent notice will be posted on our website concerning job openings and calls reflecting our commitment to a transparent policy. Wide advertising and external postings are made on job boards, professional networking sites, and other relevant platforms to reach a diverse range of qualified candidates.
- HR uses a range of sourcing channels, including job boards, social media, and recruitment agencies, to attract a diverse and qualified candidate pool. Referrals from current employees are welcome and encouraged, though all job candidates are evaluated based on the same objective standards.

4.3 Application Screening

- The initial screening process involves a structured review of resumes and cover letters to identify candidates who meet the qualifications and detailed criteria specified in the job description. The requirements of the role are used as a checklist against which each applicant's achievements and previous experience and motivation are assessed. Applicants are evaluated by the hiring manager and HR department, against the requirements of the position, in order to eliminate unsuitable candidates and identify those who meet the criteria for further assessment. The hiring manager and HR will then determine who will be invited to interview. Initial screening process must not be undertaken by one person in isolation. Shortlisted candidates should receive an update on the status of their application from HR department with the information received from the hiring manager. Shortlisted candidates will be invited to attend an interview.
- Application data is handled with strict confidentiality, ensuring compliance with data protection and privacy laws. Applicants who do not progress in the process will be informed promptly.

4.4 Interview Process

- Shortlisted candidates will undergo a structured interview process, typically including phone, video, and in-person stages, depending on the role. When determining the interview format, the hiring manager in collaboration with HR will select the most suitable methods to evaluate each candidate's capabilities

and fit for the position. Possible methods include a structured interview, practical or technical exercise, group discussion and/or a presentation.

- Interviews are conducted by an interview panel that includes representatives from HR, the hiring manager, and, where appropriate, potential team members with relevant expertise to ensure a fair and balanced assessment. The composition of the interview panel will be confirmed at the outset of the recruitment to ensure members are available for application screening and properly prepared for interviews. The interview panel should bring together diverse perspectives and strive for gender balance, aiming for at least one-third representation of each gender where feasible. It should also include members from different disciplines and different countries where possible. The interview panel will agree a standardized set of questions or a range of selection practices in advance, derived from the current job description and the role's essential competencies to evaluate candidates fairly and comprehensively.
- Interviewers use consistent, structured interview questions based on the role's requirements to reduce bias and ensure that all candidates are evaluated fairly. Questions will be designed to elicit evidence of relevant past experience and assess job-related skills. If interviews occur over multiple days, the panel composition must remain the same to ensure consistency.

4.5 Selection and Offer

- Final candidates are evaluated based on qualifications, experience, and alignment with Bioemtech's values, company culture, and business goals. After a thorough review, HR presents a formal job offer to the selected candidate, which includes details on salary, benefits and terms of employment. All offers are contingent on the completion of background checks where applicable.
- HR is available for advice throughout and will ensure candidates are informed in advance about the interview structure and any practical details they need to participate effectively.

5. Candidate Experience

Bioemtech is committed to ensuring a respectful and professional experience for all candidates. We aim to communicate promptly with candidates throughout each stage of the recruitment process, providing updates on their application status. Candidates who participate in interviews will receive feedback on the outcome, fostering transparency and a positive reputation for our organization. Our goal is to create a lasting, positive impression, regardless of the hiring outcome.

6. Background Checks and References

To protect the integrity of our hiring process, all offers of employment are contingent on completing background checks and reference verifications. Depending on the role,

this may include verification of education, previous employment, criminal background checks (where legally permitted), and other relevant checks. References enable checks on the accuracy of training history and provide assurance of an individual's qualifications. Employment checks require that references are obtained to cover previous employment or training, ideally covering two separate employers where possible. Any qualifications disclosed on the application process listed as essential or desirable criteria in the person specification. Applicants will be requested to provide qualification documentation to the HR department. Bioemtech is committed to handling all background checks in accordance with applicable laws and especially GDPR, ensuring that candidate information is managed securely and respectfully.

7. Internal Mobility and Promotion

We encourage all employees to apply for internal job openings and actively support career growth within the organization. Internal candidates are assessed based on experience, qualifications, performance, and alignment with the role. This policy supports our commitment to developing and promoting talent from within, offering employees opportunities for career advancement and job enrichment. All internal applicants will undergo a fair and structured assessment, and interview feedback will be provided to those who are not selected.

8. Data Protection Compliance

Bioemtech takes data protection seriously. All candidate information collected throughout the recruitment process will be handled in strict compliance with applicable privacy laws and our internal data protection policy. Candidate information will be stored securely and only accessible to authorized personnel directly involved in the hiring process. Personal data of unsuccessful candidates will be retained only for as long as necessary to fulfill legal obligations and support future hiring needs.

9. Documentation and Record-Keeping

HR is responsible for maintaining accurate and up-to-date records of all employee recruitment activities, including job postings, interview notes, and selection criteria. Accurate record-keeping ensures compliance with legal requirements, supports internal audits, and promotes transparency in the recruitment process.

10. Policy Review and Updates

To ensure the continued relevance and effectiveness of our recruitment practices, this policy will be reviewed annually by the HR department. Any significant changes to this policy will be communicated to all employees through [communication channels, e.g., email or the company intranet]. By regularly updating this policy, Bioemtech

demonstrates its commitment to adopting best practices in recruitment and adhering to changing legal and regulatory standards.

Frequently Asked Questions

1. What is the typical recruitment timeline?

The timeline varies depending on the role, but generally includes stages for application review, interviews, and reference checks. Our standard process typically takes 4–6 weeks from job posting to offer, with updates provided to candidates at each stage.

2. Can employees apply for internal job postings?

Yes, current employees are encouraged to apply for internal opportunities and will be assessed based on experience, performance, and qualifications. Internal applicants follow a similar process to external candidates and are given fair consideration for roles.

3. Are background checks mandatory for all positions?

Yes, background checks are a standard part of the hiring process for all roles. The scope of the check depends on the open position and may include education, employment, and criminal record verification, as permitted by law.

4. What should I do if I experience discrimination during the recruitment process?

Bioemtech is committed to maintaining a fair and inclusive hiring process. If you experience any form of discrimination, please contact HR immediately. Our recruitment policy strictly prohibits discrimination and ensures all candidates are evaluated based on merit.

5. Who can I contact with questions about the recruitment process?

For inquiries regarding the recruitment process, please contact our HR team at hr@bioemtech.com.

This recruitment policy template is designed to provide a clear, structured approach to hiring, ensuring compliance with legal requirements and promoting an inclusive, efficient recruitment process that aligns with Bioemtech's values.