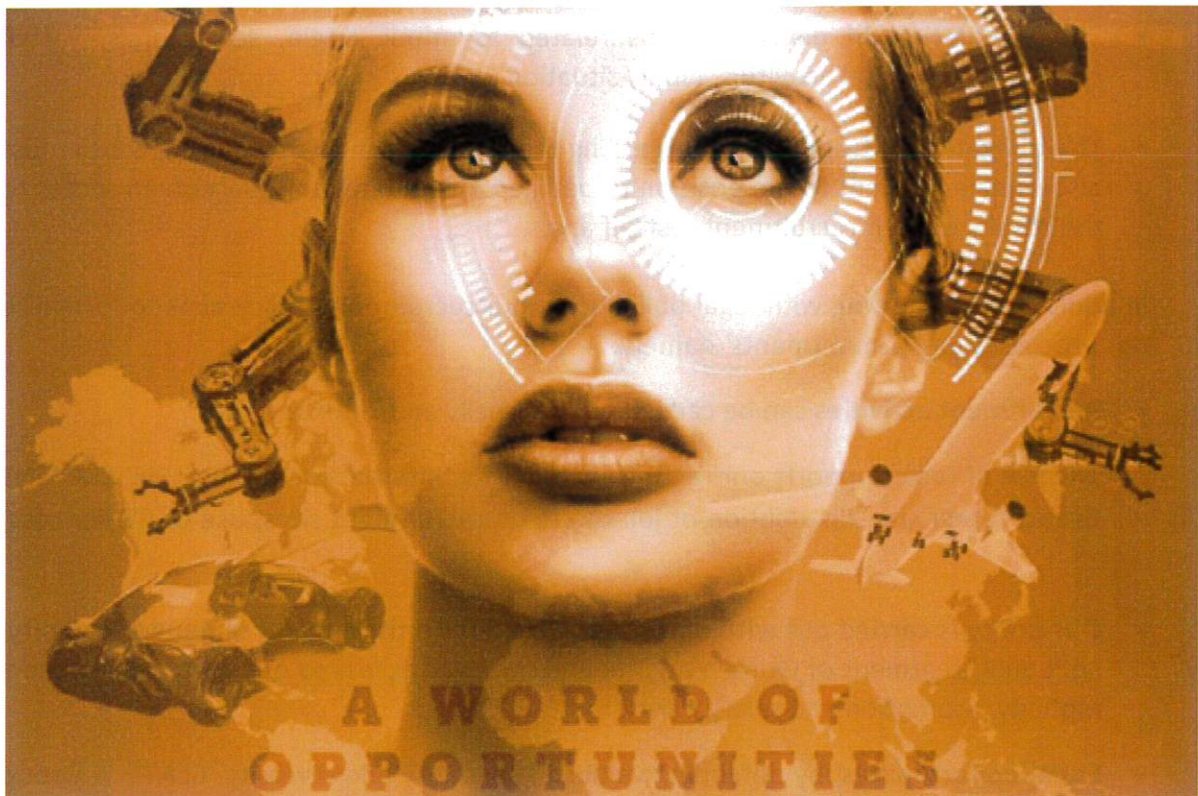


OUR RECRUITMENT POLICY



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CLAYENS Group attaches great importance to the recruitment of its employees.

Based on respect, diversity and equal opportunities, **our recruitment policy** is designed to promote the development of each person.

In order to accompany the evolutions, to ensure the development of our activities and our employees and in a concern of continuous improvement of our practices, **CLAYENS Group** commits itself in a recruitment approach based on simple and essential principles:

The legal rules of the recruitment

Like any company that recruits, **CLAYENS Group** must respect legal obligations focused on specific issues such as:

- **The prohibition of discriminations** related to ethnic origin, sex, morals, sexual orientation, political activities, family situation...
- **The obligation of transparency** regarding the recruitment methods used, which must also remain relevant to the position to be filled. Candidates are guaranteed access to the results of their recruitment tests, if any.

In addition to complying with legal obligations, our recruitment policy aims to formalize our processes and commitments, namely:

- **Recruitment activities** can be carried out internally and/or externally;
- **The use of tools** supports our recruitment activity: internal communication, **CLAYENS Group** career site, distribution of job offers on recruitment sites, use of CV libraries,;
- **Our policy is carried out with particular attention to the respect of gender equality**, i.e. equal treatment of women and men in terms of access to employment, training, mobility, promotion and salary parity.
- **Equal opportunities**, by defending values of solidarity and diversity. **CLAYENS Group** plays a leading role in the integration of minorities and discriminated populations. In particular, the Group relies on social dialogue to act on the ground and guarantee the same rights to all through targeted programs. All people in charge of recruitment are trained in the principles of non-discrimination to ensure fair access to employment opportunities offered by **CLAYENS Group**.

- **The recruitment of young talent**, in particular through work-study programs and the V.I.E. program (*International Voluntary Service in Companies*),;
- **The recruitment steps** with a minimum of two recruitment interviews before a job offer is made;
- **Internal candidates**, whose application is made in writing for a vacant position, are interviewed;
- **Clayens NP Group** pays particular attention to informing candidates who have been interviewed by providing feedback;
- It is possible that before the promise of employment, the candidates will be received for **aptitude tests**;
- **A copy of the job description** will be given to the new employee;
- **An integration process** is planned to welcome the new employee.

The quality of our recruitment process enables us to identify, attract and retain the best candidates whose potential and/or experience should enable us to meet the group's immediate needs and future challenges.

The fight against discrimination

CLAYENS Group is committed to the fight against discrimination. We make sure that differences are respected and that equal opportunities are given to each of our employees.

Promoting the principle of **non-discrimination** is an important commitment of **CLAYENS Group** in its development objective.

We implement major principles to meet our commitments:

- Our **job offers** and our recruitments are ensured without any discriminating dimension;
- The evaluation methods and access to employment meet the principle of **non-discrimination**;
- We implement a maximum of actions for the **recruitment** and the maintenance in employment of people with **disabilities**. We work in collaboration with the relevant departments to achieve this;
- We ensure the **fairness** of our salary policy and the development of our employees' career paths.

Our privacy policy

All security measures are taken by CLAYENS Group to protect the personal data of candidates applying for employment with CLAYENS Group or its subsidiaries and this in response to the EU General Data Protection Regulation 2016/679 "GDPR" which went into effect on May 25, 2018.

Our general data protection policy governs the processing of personal data.

All HR personnel who have access to personal data in this capacity sign, in addition to our policy, a "Confidentiality Commitment for HR Functions on the Protection of Personal Data (GDPR)".

Communication of our Recruitment Policy

This Recruitment Policy is co-written and co-signed by the General Management and the Group Human Resources Department.

It is communicated to all employees.

It is available to all on the intranet and on the careers page of the CLAYENS Group website.

Group CEO

A blue ink signature of the Group CEO, consisting of stylized, overlapping letters.

Group HR Manager

A blue ink signature of the Group HR Manager, featuring a prominent horizontal stroke and a large, sweeping flourish.

Therefore, security, fulfilment, career opportunities and responsibilities are offered to those who join our group.

JOIN US !!