

## INFOTECH SERVICE FZ-LLC Talent Acquisition Policy

### I. Purpose

The INFOTECH SERVICE FZ-LLC Talent Acquisition Policy is designed to ensure that the company's recruitment strategies and processes align with its values, leadership expectations, and other group policies, while adhering to local regulations. The policy promotes fairness, diversity, equity, and inclusion throughout the recruitment process. It aims to foster an inclusive culture where every individual can thrive based on their performance and alignment with the company's values.

### II. Scope

This policy applies to all recruitment activities within the company, covering both permanent and fixed-term roles, as well as contractors hired through third-party agents. The policy ensures that local recruitment practices are aligned with group-wide standards while considering regional regulatory and cultural environments.

### III. Commitments

- **Skill-based Recruitment:** Recruitment and selection decisions are based solely on the skills and experience required for each role.
- **Diversity and Inclusion:** Every recruitment effort seeks to include a diverse pool of candidates, with a focus on promoting gender equality and broader diversity.
- **Values and Leadership:** An assessment of the candidate's alignment with the company's values is part of the selection process for all roles. For managerial positions, leadership expectations are also assessed.
- **Zero Tolerance for Discrimination:** Any form of discrimination, harassment, or inappropriate behavior is strictly prohibited.
- **Internal Preference:** Job openings are posted internally, giving preference to current employees. However, exceptions may apply for Band I & II positions, confidential roles, short-term contracts, or business-critical roles.
- **Confidentiality:** Candidates' personal data are handled with confidentiality throughout the recruitment process.
- **Professionalism in Recruitment:** The company ensures that recruitment and selection are conducted professionally, efficiently, and with respect. Every candidate is treated fairly to ensure a positive experience, regardless of the outcome.
- **Employer Branding:** During the recruitment process, candidates are introduced to the company's vision, mission, values, leadership expectations, and commitment to corporate social responsibility.
- **HR Involvement:** HR professionals are involved in interviews for roles from Band IV and higher, ensuring thorough evaluation and alignment with the company's values.

This policy reinforces INFOTECH SERVICE FZ-LLC's commitment to attracting, developing, and retaining talent that will contribute to its business goals and foster a diverse, inclusive, and high-performing workforce.