

## **INFOTECH SERVICE FZ-LLC Band I and II Appointments Policy**

**Scope:** This policy governs the processes for appointments to Band I and Band II positions within INFOTECH SERVICE FZ-LLC, including external hires, internal promotions, and transfers. The policy ensures a structured and equitable approach for these critical leadership appointments.

**Requirements:** The following processes must be adhered to for all Band I and II appointments:

### **1. Job Evaluation and Remuneration:**

- An up-to-date job description is required for submission to Group Compensation and Benefits and International Mobility (CBIM).
- The role will undergo a job evaluation by CBIM, in coordination with the relevant VP HR and OG EVP, to determine the total compensation package.
- For Band II positions, the Group CHRO must approve both the banding and proposed package. For Band I positions, both the Group CEO and Group CHRO must approve.

### **2. Candidate Assessment and Selection:**

- The recommended candidate must be interviewed by the OG EVP and OG HR VP.
- The CHRO or Group Talent & Inclusion will also interview the candidate and discuss key aspects such as:
  - Strengths in leadership expectations and competencies.
  - Development areas within these competencies.
  - The candidate's place within or estimate for the talent pool.
  - Potential future roles and succession opportunities.
  - Recommended development plan and onboarding strategy.
  - Efforts made to improve gender equality in the search process.

### **3. Communication of Appointments:**

- Group Talent & Inclusion will inform the ExCom of all appointment decisions.
- OGs must wait 24 hours after ExCom notification before publicly announcing any appointments.
- Announcements will be made via SharePoint intranet and other OG communication channels.

**Job Description Template (Band I & II):** To ensure clarity, the job description for Band I and II positions must include the following:

- **Country:** Specify the location.

- **Organization:** Detail the department or business unit.
- **Job Title:** The official title of the position.
- **Incumbent:** The current role holder (if applicable).
- **Reports to:** Indicate the reporting structure.
- **Date:** Document creation or last update.
- **Job Evaluation:** Include the date of the job evaluation.

The description must outline:

- **Job Purpose:** A brief summary (1-2 sentences) of the role's purpose.
- **Organization Chart:** Visual representation of the reporting lines, peers, and subordinates.
- **Principal Accountabilities:** Summarize key responsibilities (5-7 statements).
- **Principal Interfaces:** List key stakeholders for the role.
- **Dimensions:** Include annual budget, business impact, staff reports, and other relevant metrics.
- **Job Knowledge, Skills & Experience:** Required qualifications and experience.
- **Key Challenges:** Highlight 2-3 major challenges associated with the role.

This structured approach aims to ensure transparency, fairness, and consistency in the hiring and promotion processes for critical leadership roles at INFOTECH SERVICE FZ-LLC.