AVENTUM

RECRUITMENT POLICY



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The purpose of this Recruitment Policy is to ensure that Aventum Group adopts a fair, inclusive, and consistent approach to recruiting the best talent. This policy reflects our commitment to merit-based hiring, equal opportunities, and legal compliance, while supporting the Group's growth and culture.

SCOPE

This policy applies to the recruitment of all permanent, fixed-term, temporary, and contract roles across all business units within the Aventum Group, globally.

GUIDING PRINCIPLES

- **Fairness and Transparency:** Recruitment decisions will be based solely on objective criteria such as skills, qualifications, experience and culture fit.
- **Equal Opportunities:** All applicants will be treated fairly and without discrimination on any protected characteristic, in line with the Group's Equality, Diversity and Inclusion Policy.
- **Consistency and Professionalism:** All recruitment processes will follow a consistent approach, with clear documentation and appropriate levels of approval and oversight.

RECRUITMENT PROCESS

Workforce Planning

Hiring Managers must assess current and future talent needs and must follow the internal approval process via Atlas.

Job Descriptions and Advertising

Every vacancy must have a clearly defined job description that will include the relevant skills, qualifications, and experience. These will be used throughout the recruitment process for consistency and fairness. All job descriptions must be created and submitted in Atlas as part of the RAF process.

All roles must be advertised internally and externally for a minimum of 7 calendar days to promote fairness, transparency, and access to opportunity. Internal advertising supports career development, while external advertising ensures we access the broadest and most diverse talent pool.

Applications

All applications (internal, external, nominations and referrals) must be submitted via Atlas; applications outside of the process will not be accepted.

Shortlisting

Shortlisting must be carried out objectively against the criteria outlined in the job description. All decisions should be based on the candidate's skills, qualifications, and relevant experience to ensure a fair, transparent, and consistent process.

Interview and Assessment

Shortlisted candidates will be interviewed using a structured format (Via Teams or in person), ideally by a panel of two. Skills assessments, presentations or case studies may also be used where relevant to the role.

Role-dependent, psychometric testing or behavioural assessments may be included as part of the interview selection process.

Interview feedback must be documented for all interviewed candidates using the Candidate Feedback form supplied. This feedback must:

- Relate directly to the job criteria;
- Be factual, objective, and free of bias or inappropriate language;
- Be retained securely by HR as part of the recruitment file;
- All feedback must be completed at the earliest opportunity.

Subject Access Requests (SARs): Under data protection legislation, candidates have the right to request access to personal data held about them, which includes interview notes. All written feedback must be professional, appropriate, and suitable for disclosure if requested.

Time to Hire and Candidate Experience

From the point of advertising a role through to making an offer, the expected time to hire should be around 40 calendar days. This ensures efficiency and consistency in securing top talent.

Candidate experience will be prioritised throughout the process, with timely communication, clear feedback timelines, and respectful engagement at all stages. This approach not only supports successful hiring outcomes but also protects and enhances the Aventum employer brand. (Please refer to the Candidate Recruitment Journey Doc).

Offer and Pre-Employment Checks

All offers of employment are conditional upon:

- Verification of the right to work, complying with local laws and regulations in each jurisdiction;
- Satisfactory references and any required regulatory checks (e.g., criminal background, financial checks);
- Any role-specific qualifications or license checks.

No candidate may start employment before these requirements are confirmed.



Onboarding

Successful candidates will complete the Group's onboarding and induction process, which will be tailored to their role and location. This includes essential learning, system access, and introductions to the team and culture.

Internal Candidates

Aventum Group is committed to supporting the career development and progression of our employees. Internal candidates are encouraged to apply for roles, and the following principles and process apply:

Eligibility

- Employees must typically have completed their probationary period and have a satisfactory performance record, unless otherwise approved.
- A minimum of 6–12 months in the current role may be required before applying for another internal opportunity, unless at risk of redundancy or by agreement with HR.



Application Process

All internal vacancies will be advertised via the internal careers portal for a minimum of 7 calendar days.

- Employees should apply through the internal job portal in Atlas along with an updated CV.
- Applications will be treated with discretion and confidentiality.

Selection Process

- Internal candidates will follow the same fair, merit-based recruitment process as external candidates (shortlisting, interviews, assessments, etc.).
- Hiring managers may take into account performance reviews and feedback from current managers as part of the selection process.
- Unsuccessful internal applicants will be offered feedback to support future development.

Transition and Handover

- Where successful, start dates will be agreed between current and new managers to allow for appropriate handover.
- HR will support the transition to minimise business disruption.

ROLES AND RESPONSIBILITIES

- Hiring Managers: Responsible for defining job requirements, gaining role approval, participating in interviews, providing documented feedback, and ensuring the process is fair and inclusive.
- HR / Talent Attraction: Oversees the recruitment process, ensures legal and policy compliance, maintains accurate records, and supports hiring managers at each stage where necessary.
- Candidates: Are expected to provide accurate information and engage with the process professionally.

MONITORING AND REVIEW

This policy will be reviewed annually by the HR function to ensure it remains compliant with legislation and reflects best practice across all regions where the Aventum Group operates.

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