



Recruitment Policy

2025





The commitments of our Recruitment Policy

This Recruitment Policy engages our Human Resources and management teams to ensure a recruitment process that aligns with Clayens' values. It applies to the entire group and our subsidiaries. Our approach aims to promote equal opportunities, diversity, and inclusion, while ensuring transparent and fair processing of applications. We are committed to selecting talent based on objective criteria, encouraging diversity and a range of profiles, and thereby contributing to reducing inequalities within our teams.

Thus, at each stage of the recruitment process, we commit to:



Respect for diversity, parity and equal opportunities

Clayens is committed to ensuring recruitment based on equal opportunities and respect for diversity, in accordance with the Universal Declaration of Human Rights, the conventions of the International Labour Organization, and the laws in force in the countries where we operate. We guarantee that every candidate, regardless of origin, gender, age, religion, nationality, sexual orientation, disability, or any other criterion protected by law, will be evaluated based on their skills, experience, and motivation.

- Our job postings are written in a neutral, stereotype-free manner, and objectively highlight the job requirements. They clearly specify the skills, experience required, and associated responsibilities, in order to attract candidates from diverse backgrounds, while ensuring a fair and equitable selection process.
- All job openings will be published internally, except in justified exceptional circumstances. Through a Mobility Charter, Clayens employees are encouraged to apply for open positions that match their skills. When the qualifications of internal candidates are equivalent to those of external candidates, priority will be given to internal candidates in order to promote talent development within the company.
- Our recruitment process is conducted under fair conditions for all candidates. To effectively combat bias, each application is reviewed by at least two people.
- All costs incurred during the recruitment process will be covered by the recruiting Clayens subsidiary. Applying to Clayens must be completely free for candidates, with no hidden fees or financial requirements. Should any irregularities be observed, the subsidiary undertakes to reimburse the candidate for the expenses incurred. Clayens reserves the right to conduct periodic audits to ensure compliance with the process.



Pay equity at hiring

Clayens is committed to ensuring that compensation upon hiring is fair and equitable, without favoritism based on discriminatory criteria.

This is determined based on acquired professional experience and the responsibilities associated with the position. We also ensure fairness among team members while taking into account legitimate variations due to individual experience and skills.



Verification of references in compliance with legal obligations

The candidate reference verification process may vary from country to country depending on local requirements and legal limitations, particularly regarding the protection of personal data. If there is any doubt about the authenticity of the documents provided by the candidate (internal or external), the document issuer may be contacted for verification, after obtaining the candidate's written and informed consent.

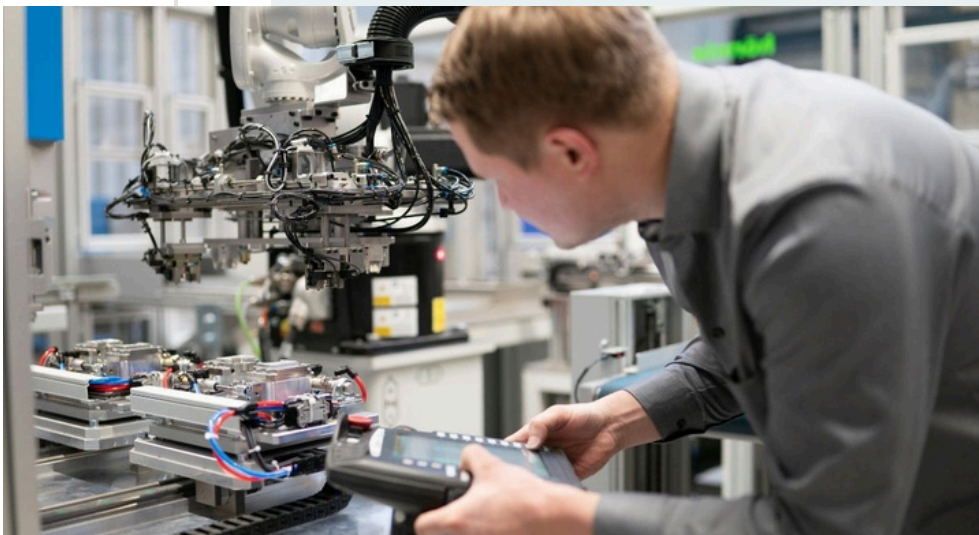
The Clayens Group conducts thorough background checks for certain specific positions, as defined in the Group's recruitment procedure. In these cases, a signed consent letter from the candidate is required before any checks are carried out. These checks are conducted in accordance with local laws and only concern information relevant to the position.



Respect for the confidentiality of personal data

Clayens is committed to respecting the confidentiality of candidates' personal data, in accordance with applicable local regulations, including the General Data Protection Regulation (GDPR) in Europe.

We are implementing a Group-wide Human Resources Information System (HRIS) to ensure secure management and allow for the deletion of data when it is no longer needed, in accordance with legal obligations.



We ensure that all data collected is processed carefully and in compliance with candidates' rights to confidentiality.

Responsibilities, frequency and communication of our policy

The Human Resources Department is responsible for developing this policy. Each year, the Management Committee reviews these implementation indicators in order to assess the results and determine areas for improvement and strengthening.

This policy is subject to annual review. It may also be adjusted as necessary to comply with applicable laws and regulations.



Our Recruitment Policy is written and signed by the Group's Vice President of Human Resources (Human Resources Department).

It is communicated to all Clayens employees and is available to our candidates on the Clayens website.

Group HR Management