RECRUITMENT POLICY

AT AGRAM S.A.

This Recruitment Policy applicable to Agram S.A. with its registered office in Lublin, hereinafter also referred to as the "Company", covers all direct recruitment undertaken by the Company.

In the case of indirect recruitment, Agram S.A. cooperates with trusted partners who maintain high standards, act honestly and respect the principles of objectivity.

The purpose of this Recruitment Policy is to avoid discrimination and unequal treatment of candidates for employment in Agram S.A. during the recruitment process, as well as to attract qualified employees and strengthen the image of the Company as an attractive employer that ensures employment stability, attractive working conditions, the possibility of personal development and building a professional career.

Sources of labour law:

The basic sources of labour law in the Company are the Labour Code, which regulates all basic issues related to the employment relationship, the Work Regulations and the Remuneration Regulations in force in the Company.

Rules:

1) Agram S.A. conducts a fair recruitment process based on an open and transparent approach,
2) The selection of candidates is determined by their qualifications and competences. Gender, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnicity, religion, sexual orientation and other criteria that may be considered discriminatory are not taken into account in the selection of employees.
3) Job applicants are not charged any costs related to recruitment.
4) Agram S.A. will recruit people who embody the values presented by the Company, increase organizational efficiency and strengthen the Company's reputation.
5) The Company will encourage people with disabilities to recruit and will introduce appropriate improvements at all stages of the recruitment process.
6) All persons participating in the recruitment process, as well as job candidates, will adhere to the high ethical values described in the Code of Ethics.
7) Agram is committed to implementing innovative recruitment methods on an ongoing basis.

Stages of employee selection in the Company:

The basic stages of employee recruitment at Agram S.A. include:

1) determining personnel needs,
2) recruitment,
3) selection,
4) announcement of recruitment results,
5) introduction to the workplace.

Stage I – determining staffing needs

A member of the Management Board of the Company, a member of the management staff of Agram S.A., an employee of the HR department of Agram S.A. may apply for the employment of an employee.

The first step in the employee selection process is to analyze the job position. It allows you to determine the scope of duties, the place of work and develop an employment specification that will determine the necessary education, experience and skills that are needed in a given position to work as effectively as possible. The analysis of the job position is carried out by the HR department.

The job advertisement includes:

- the name of the position covered by the advertisement;
- information on working conditions and prospects for professional development;
- specified requirements regarding education, work experience, professional qualifications, employer's needs;
- information on the list of application documents and the manner, date and place of submission of documents;
- information about the date of completion of the recruitment.

Stage II – recruitment

The recruitment process is simple, understandable and transparent, and is conducted with respect for all candidates' rights, and at the stage of selection of candidates, only those methods are used that allow for the assessment of candidates' qualifications in a reliable and objective manner, are in accordance with the law and in a manner that does not violate moral and ethical standards.

Job advertisements are published in Polish or Polish and English. Candidates can apply in Polish and English electronically or by traditional mail, sending documents to the Company's address.

Candidates are not required to submit original documents. Candidates applying for a given job position receive feedback that their application has been delivered. Candidates who have not submitted all the necessary documents are invited to fill in the gaps within the specified deadline, not shorter than 2 working days.

Agram S.A. accepts and encourages the recommendation of candidates by the Company's employees and other persons. Employees can contact HR for information about referral programs. Suitable candidates for a position can also be recommended by family members and customers, but not covered by the referral policy. Recommended candidates will be assessed according to the same criteria as the other candidates.

In the event that an employee of the Company is involved in the recruitment process, he is obliged to inform the HR department if the candidate is known to him personally, in particular if he is related to him.

Stage III – selection of candidates

The selection process is carried out by the hiring manager in consultation with the employees of the HR department. Candidates are treated equally, without any of them being privileged.

Selection agents verify whether a given role is appropriate for a candidate and assess whether the candidate is the right person for a given position. The methods used allow to assess the candidate's skills and experience in comparison with the requirements of the position for which the recruitment is being conducted.

The selection methods are m.in:

1) Interviews (online, by phone, face-to-face),
2) Practical tests related to the position or technical examinations,
3) Psychometric tests,
4) Other selection methods if necessary.

The Company may view career-related social profiles (e.g., Linkedin). For some senior positions, exceptionally, he may conduct broader searches on media or social media.

Candidates may also be asked to provide references from former employers. Submitting a job offer by Agram S.A. may be conditional on receiving satisfactory references by recruiters.

Stage IV - announcement of recruitment results

The decision to hire a job candidate is made by the Management Board of the Company based on the results of the recruitment process. The results of the recruitment are made known to all candidates participating in the recruitment process.

Candidates applying for a given job position also receive information about the good and bad sides of their candidacy.

Often, new employees are initially hired for a trial period. The purpose of the probationary period is to allow both the new employee and the supervisor to assess and determine whether the position is appropriate for the employee. If there is a probationary period, the employee is informed about it at the time of being offered a job.

Stage V – introduction of the candidate to the job, adaptation of the employee to the new work environment

The process of selecting a new employee ends with the induction into the workplace.

This stage includes:

• referral of the candidate for initial medical examinations;

• familiarization with the principles of occupational health and safety;

• familiarization with the internal regulations in force in Agram S.A.;

• familiarization with working conditions;

• familiarization with the scope of duties and organization of work;

• getting to know the team.

Agram S.A. attaches great importance to the adaptation process for new employees, so that the introduction to new responsibilities is efficient and devoid of unnecessary stress. The employee learns about his or her scope of duties, working methods and the employer's expectations. The goal of Agram S.A. is to create a friendly, comfortable working environment for newly hired employees.

During their employment, the Company's employees are encouraged to apply for any job position within the Company's organizational structure, and their superiors are obliged to support the professional and developmental ambitions of employees.