



BUREAU VERITAS TALENT ACQUISITION POLICY

Group HR 006-PO – Talent Acquisition
July 2020



Title:	<i>Group HR 006-PO – Talent Acquisition</i>	Version :	2
Code number:	<i>Group HR 006-PO</i>	Version date :	<i>July 2020</i>

Talent Acquisition Policy

I. PURPOSE

This Group Talent Acquisition Policy aims to ensure our talent acquisition strategy and processes align with our The Group’s Absolutes, Values and Leadership Expectation, our other Group Policies, and while also meeting local regulations. This policy also outlines how our approach to talent acquisition aligns with and supports the application of The Group’s Inclusion Policy and Code of Ethics, while showing its commitment to ensuring fairness, diversity, equity and equal opportunity in employment.

Bureau Veritas seeks to include a diversity of candidates in any search or recruitment, which is a key way to achieve a diverse workforce, and which is a critical enabler of business performance, innovation and well-being in its workplace. This policy also helps us achieve our ambition to foster an inclusive culture in which talents can be themselves, feel a sense of belonging in Bureau Veritas and thrive, as “everyone can be a talent” based on performance and behaviors aligned with our Values.

II. SCOPE

This policy applies to acquiring talent to meet all recruitment needs, including for permanent positions, fixed term assignments and (sub) contractors through third party agents. It covers all activities that are part of the recruitment, assessment and selection process.

This Group-wide policy requires Operating Groups to adhere to it in their local talent acquisition processes. As Operating Groups are best positioned to understand and respond to their local regulatory and cultural environment, local processes should therefore reflect these while complying with this policy.

III. COMMITMENTS

- Recruitment and selection decisions are based solely on required skills and experience for respective roles.
- Any search or recruitment seeks to include a diversity of candidates and aims to achieve better gender equality.
- An assessment against our BV Values is part of the selection process for all candidates.
- An assessment against our Leadership Expectations is part of the selection process for all candidates for managerial roles.
- Discrimination, harassment or any other unlawful, disrespectful, unfair or inappropriate behavior or treatment is forbidden.

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- All positions are posted internally and preference is given to internal candidates (external posting may also take place simultaneously if judged necessary). Exceptions to internal posting may apply for:
 - Band I & II positions
 - Confidential roles
 - Short-term contracts
 - Business critical roles
- External candidates' data are treated confidentially. Confidentiality is protected both internally and externally.
- Bureau Veritas will ensure that the recruitment and selection of employees is conducted in a professional, timely and responsive manner. All candidates should be treated fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome, and that the Group's employer brand is protected and enhanced – this includes, as appropriate, discussing with candidates the Group's:
 - vision, mission, BV Absolutes, Values, Leadership Expectations and Code of Ethics
 - commitment to corporate social responsibility and respective priorities
 - talent, learning and career development opportunities
- In addition to the hiring manager, HR professionals interview all candidates for roles at Band IV and upwards.
- Candidates for roles from Band II to Band EC are also interviewed by an appropriate HR professional from Group HR.