



# **PERSONNEL RECRUITMENT POLICY**

**Human Resources & Organisation Group Function**

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## 1. INTRODUCTION AND OBJECTIVES

This Personnel Recruitment Policy has been created in order to serve the business strategy of PPC S.A. for the coming years. It aims to attract qualified and skilled candidates, capable of responding to the new challenges of the market and supporting the Company's development objectives, thus contributing to its rapid transformation. Specifically, this document describes the Recruitment Policy developed by the Human Resources and Organisation Group Function of PPC S.A., focusing on the protection of the Company's values and the satisfaction of its legal requirements.

In order to successfully attract and select talented and suitable candidates with the best skills for each job position, the recruitment process must ensure the following:

- Effectively identify HR needs,
- Apply appropriate methods to attract and choose the right candidate for the right position,
- Timely plan and conduct selection stages in a professional manner and in compliance with the applicable labour legislation,
- Align candidate's expectations with Company's expectations and needs,
- Adhere to the principle of equal opportunities and equal treatment of all candidates,
- Promote the corporate reputation by providing the optimal candidate "experience" throughout the candidate's attraction and selection "journey",
- Collect the required supporting documents from the employees to be recruited and complete the recruitment process, based on the internal procedures and regulations in place, and
- Provide a full remuneration and benefits package to new employees in accordance with the Company's policies.

## 2. SCOPE

The Personnel Recruitment Policy is aimed at filling vacancies with external candidates who apply for staff level positions on open-ended or fixed-term employment contracts.

The recruitment of Executives is subject to the respective Executive Recruitment Policy.



Furthermore, PPC S.A., being socially sensitive and aware of persons with limited opportunities for employment due to any physical disability, while meeting the service needs, can fill job vacancies by recruiting persons with of at least fifty percent (50%) physical disability, certified by the relevant health committees of the Disability Certification Centres (KEPA), on open-ended or fixed-term employment contracts.

The Chief People & Organisation Officer of the Company, in consultation with the competent Chief Officer, will decide whether to include specific positions to be filled by persons with physical disabilities, as well as the number of such positions per Division/Group Functions or Department. If the above job positions are not filled by candidates with the above status, they will be filled by candidates without such status. It should be noted that there is no provision for filling vacant technical jobs, irrespective of service Unit, or jobs in PPC Stores with physically disabled persons, as per above.

Furthermore, the key components of PPC's Personnel Recruitment Policy consist in safeguarding equality at all levels by avoiding any discriminatory treatment and promoting diversity, by fully complying with internationally recognized human rights, in order to achieve the implementation of the principles of an equal, fair and impartial recruitment process.

For the Personnel Recruitment Policy to be effective, employees involved in all recruitment processes should be fully informed, trained and, in cooperation with the Human Resources and Organisation Group Function, should complete all individual steps required.

### **3. POLICY IMPLEMENTATION**

In brief, the Recruitment Process for Personnel to be recruited on open-ended or fixed-term contract, except for the attorneys-at-law, includes the following key actions:

- Create the job description and identify the required qualifications and skills.
- Select channels for attracting candidates, as well as decide on whether the recruitment process will be carried out internally or externally.
- Post the job position on PPC's website, as well as on other social media and job search platforms (minimum 15 days).
- Evaluate the candidates' formal qualifications, which have been determined when preparing the job description. The evaluation is based on objective criteria, the selection of which depends on the requirements of each job. The main categories and subcategories of the objective evaluation criteria are as follows:



A. Education:

- Degree Grades
- Education Category: University Education Level,  
Technological Education Level, Secondary Education Level
- Master's degree
- Doctorate

B. Knowledge of foreign languages

C. Professional experience:

- Years of relevant experience in the job
- Years of relevant experience in related fields

D. Computer literacy:

- Computer literacy
- Knowledge of specialised computer programmes (SOFTWARE)

E. Professional license

F. Specialised certifications

G. Locality

- Evaluate candidates based on complementary methods according to the requirements of the job description (i.e., competency tests, job profile questionnaire, simulation exercises). The selection and use of complementary methods is optional and is decided by the parties involved in the recruitment process at the beginning of the process and during the creation of job specifications, depending on the needs and staffing conditions of the Company's business units.
- Evaluate candidates based on interviews.
- Select the most suitable candidate and create a financial offer.
- Check recruitment supporting documents.
- Send the financial offer and completing the recruitment process.



## **4. CONDITIONS - IMPEDIMENTS TO RECRUITMENT**

4.1. Residence and work permit in the country, knowledge of the Greek language (written and spoken), fulfilment of military service obligation or exemption from such obligation, as well as a clean criminal record (based on an Affidavit), will be taken into account during the recruitment process. Failure to meet the above conditions constitutes ground for disqualification of candidates and is clearly stated in the job offer to be sent to the candidate, for information purposes.

4.2. Upon completion of the recruitment, the selected candidates are required to undergo an examination by the Occupational Physician in order to determine their suitability to perform the duties of the job for which they are recruited. Any additional examination based on the nature of the job position shall be considered necessary. If the employee refuses to undergo the required examinations by the Occupational Physician or if he/she is found to be unfit for this job, the employment contract shall be terminated. The above condition is indicated in the employment offer to be sent to the candidate, for information purposes.

4.3. Upon completion of the recruitment process, the selected candidates with disabilities will be assessed by the Occupational Physician as to their ability to perform the duties of the specific job for which they are recruited.

4.4. The candidate should not be involved in any litigation with PPC Group or have been dismissed by PPC S.A. or another company of the Group as a result of disciplinary action or due to termination of the employment contract for good cause, by fault of the employee. Moreover, the candidate must have not accepted a voluntary departure incentive - by PPC S.A. or another Group company.

## **5. PRINCIPLES AND OBLIGATIONS**

5.1. The Personnel Recruitment Policy shall be available to the public upon its publication on the website of PPC S.A.

5.2. Compliance with the terms of this Policy shall be the responsibility of each candidate.

5.3. PPC S.A. shall respect the right to privacy and confidentiality of the candidates who apply to the Company. During the recruitment process it is necessary to process personal data, as well as special categories of personal data. PPC S.A. shall keep a record, for each selection stage and for each candidate, in paper or electronic form with the data and the necessary supporting documents of the candidate. PPC S.A. shall process this data and maintain the said file in accordance with the applicable legislation on personal data protection, including the General Data Protection Regulation. The above shall also apply where the recruitment process is assigned to an external recruiter.



5.4. All parties involved shall be responsible for complying with the stages of the process, as well as the principles of this Personnel Recruitment Policy.

5.5. The Chief People and Organisation Officer of PPC S.A. is authorized by decision of the CEO to:

(a) record in detail the Personnel Recruitment Process, as well as the necessary revision or updating thereof,

(b) identify and implement possible amendments to the process and further develop the corresponding Policy.

5.6 The Recruitment and Training Department shall be responsible for coordinating and informing all parties involved in the recruitment process, ensuring unhindered communication among them and guiding them throughout the stages of the said recruitment process.

5.7. Recruits on open-ended contract shall be governed by the applicable provisions of the labour legislation regulating employer-employee relationship in the private sector.