



EXECUTIVE RECRUITMENT POLICY

Human Resources & Organisation Group Function

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1. INTRODUCTION AND OBJECTIVES

The present Executive 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 Executive Recruitment Policy is aimed at filling vacant executive job positions with external candidates applying for employment.

Executive job openings will be filled with external candidates only where no internal candidates with the appropriate expertise, range of knowledge, skills and experience are qualified.

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



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

3. POLICY IMPLEMENTATION

In brief, the Executive Recruitment Process includes the following key actions:

- Create the job description and identify the required qualifications and skills.
- Select channels for attracting candidates, as well as as well as decide on whether the recruitment process will be carried out internally or externally.
- Post the job opening on PPC's website, as well as on other social media and job search platforms (minimum 15 days).
- Evaluate 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
 - B. Knowledge of foreign languages
 - C. Professional experience
 - D. Professional license
 - E. Specialised certifications
- Evaluate candidates based on complementary methods according to the requirements of the job description (i.e., 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 the job specifications, depending on the staffing needs and conditions of the Company's business units.
- Evaluate candidates based on interviews.
- Select the most suitable candidate and prepare a financial offer.
- Check recruitment supporting documents.
- Send the financial offer and conclude 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. 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 Executive 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 Executive 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 Executive 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. Newly recruited executives shall be governed by the applicable provisions of the labour legislation regulating employer-employee relationship in the private sector.