

# Recruiting policy

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## Introduction, purpose and scope of policy

In the recruitment process Ottobock is to provide equal access to employment for all and to ensure that the best person, in terms of knowledge, skills, experience and aptitude is chosen for each position that arises.

This policy sets out Ottobock's recruitment and selection guidelines including information regarding:

- Preparation Stage
- Job Description and Candidate Specification
- Advertisement
- Interview and Selection
- Internal/ External Applicants
- Interview Process
- Unsuccessful Candidates
- Record Keeping

This policy should be applied whenever a position becomes available within Ottobock.

This document applies to all executives, employees, third parties and agents for Ottobock who have access to the information of individuals seeking to work for Ottobock or who are involved in the recruitment process. All users must understand and adopt this policy and are responsible for ensuring that this policy is adhered to. All users have a role to play and a contribution to make to ensure that the most suitable candidate is chosen for each position that arises.

Equally, it is essential that recruiting managers ensure that any recruitment agencies or external experts involved in supporting the recruitment and selection of staff are also made aware of both this policy and the supporting guidance.

The purpose of this policy is to promote and maintain a fair and effective recruitment and selection procedure across the company and to ensure consistency in the application. The policy takes cognizance of the governance agreements of Ottobock.

Recruiting the most talented individuals is essential to the ongoing success of Ottobock. Whilst the principal recruitment task is to get the right person for the right job, selecting individuals who will contribute to an inclusive and stimulating company community is of equal importance. Ottobock achieves this through transparent, equitable and non-discriminatory policies and procedures, which enable the fair treatment of applicants as well as demonstrating a broader commitment to the principles of equality and diversity.



## **Policy principles**

Recruitment at Ottobock will be fair, transparent, and subject to open competition, whether internal or external, with the consistent aim of identifying and appointing the best candidate for each role.

The company is committed to delivering the recruitment and selection of staff in a professional timely and responsive manner.

Selection decisions should be explicitly based upon evidence, though the evidence required may differ according to the type of role.

All Ottobock recruitment should satisfy strong principles of equality and diversity. Individual recruiting managers should be vigilant in monitoring their own recruitment campaigns for unconscious bias and discriminatory practices. The human resources division will ensure that policies and practices are monitored and updated as required to promote equality, diversity and inclusion within the workplace.

Where applicants with disabilities require adjustments to the recruitment and selection process, Ottobock will endeavor to pro-actively remove any barriers that it reasonably can in order to enable full participation in the process.

All documents relating to applicants will be treated confidentially. This includes CVs, transcripts and further submitted documents that are to be used for recruitment purposes only. They must not be shared with third parties unless authorized by the applicant.

## **Recruitment and selection procedure**

### **1. Preparation Stage**

The recruiting departments at Ottobock should conduct a full evaluation of the need for the role against their strategic and budgetary plans prior to commencing with recruitment.

Recruiting managers are responsible for drafting the job description, person specification and advert for the role. The job description and person specification should accurately reflect the expected duties of the role and include the values to be held by the future post holder so that they are consistent with the Company's Ethics Code. The person specification should state both the "essential" and "desirable" criteria for the role.

Careful consideration should be given to the person specification, as it will be used to form the shortlisting and interview stages of the process. It is important to distinguish between essential and desirable criteria; essential requirements are those without which the job could not be done (a typical example would be specific IT-skills) whereas desirable requirements are those that enable a candidate to perform the job well.

### **2. Job Description and Candidate Specification**

The job description and candidate specification will be reviewed and prepared for each post to ensure that they accurately and adequately reflect the skills, qualities, experience and attributes required for the position. All roles, duties and responsibilities may change

over time. Whenever an advertisement, job description and/or candidate specification already exists it must be checked and updated to ensure it reflects the current requirements of the job.

### **3. Advertisement**

When advertising positions, it is important to consider the following: All positions in Ottobock are open to all suitably qualified men, women and applicants of diverse gender. No position or job vacancy will be classified by reference to sex. If the position is on a community employment scheme, the eligibility criteria should be clearly stated.

### **4. Interview & Selection**

Interviews will be undertaken by a minimum of two people and referenced against the candidate's specification.

### **5. Internal / External Applicants**

In preparing for each selection process all candidates, internal and external should be treated on equal terms.

Clearly, the organization may have additional information on internal candidates that would influence the timing of the exercise for all staff, e.g., an internal candidate on maternity leave, should be treated the same as any other internal applicant and indeed all applicants.

Internal candidates should be given individual feedback by the recruiting manager, to support the ongoing development of the employee.

### **6. Interview Process**

Interview questions and structure of the interview should be consistently applied to all candidates and should be based on the candidate specification for the role. Before interviews begin, panel members should agree questions under each of the competencies checked and note them down on an interview question sheet. In addition, questions should also be framed around the relevant behaviors required for the role as outlined in the job description.

During the interview notes should be taken, by at least one panel member so that they can be referred back to when assessing candidates against the candidate specification and deciding who to appoint. Notes of the interview should be kept locally by the recruiting manager for a minimum of 6 months following the selection process, after which they can be destroyed confidentially.

Panel members should agree before the interviews commence whether they will be discussing each candidate after each interview, or at the end of the interviews. It is possible to do this after each interview, but it is recommended that the assessment is done at the end as panel members will be in a better position to compare each candidate. If all candidates are interviewed on the same day or within a short period of time, it is recommended that discussion of the candidates should take place only when they all have been interviewed.

**7. Unsuccessful Candidates**

All unsuccessful candidates who attend an interview will be informed orally and additionally through a letter of rejection in writing form within a reasonable time after the selection decision has been made.

Any candidate who feels that s/he has been unlawfully discriminated against has a right to make a complaint, which can be exercised in writing to the management.

**8. Record Keeping**

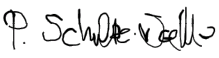
A full set of records for each successful candidate will be kept. This will form the Personnel Record during their time with Ottobock. A set of records will be kept for each unsuccessful candidate for at least 6 months in line with GDPR. They will be destroyed after the storage time. All records will be kept in line with requirements of Data Protection Act and Freedom of Information Acts.

While every effort has been made Ottobock is to ensure that the information contained in this policy is accurate and up-to-date. The contents of these pages should not be relied upon as a substitute for independent Human Resources or other legal advice. No responsibility or liability is accepted by Ottobock for any errors or omissions in this policy or for any use the information may be put to.

The management, the HR executives and the recruiting team are responsible to fulfill this policy. They guide all employees as a role model and through their behavior.

Duderstadt, 11/3/2021 | 11:32 PM CET

Place, Date

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Philipp Schulte-Noelle, CEO Ottobock