

Recruitment Policy

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Responsible official:	Descartes de Souza Teixeira	Effective date	11/02/2020

Revision history

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1. APPLICABILITY

This Policy is applicable globally to all Employees of the Institute.

The Institute has in place Guidelines, SOPs, and Tools to support implementation of this Policy.

The Responsible Official, with input from the business as appropriate, is responsible for preparing and implementing the related Guidelines, SOPs and Tools.

2. DEFINITIONS

“Candidate” is an individual that has applied or is being considered for a role or position within the Institute.

“Employee” means any person who has a part-time, full-time, intermittent, temporary, continuous, or fixed- term employment relationship with the Institute.

“Consultant” refers to an external self-employed individual who provides expert advice professionally.

“Guidelines” means the written elaborations on Institute policy that provide further information and interpretation for the implementation of policy.

“Institute” refers to INSTITUTO DE TECNOLOGIA DE SOFTWARE E SERVIÇOS ITS and all of its subsidiaries.

“Representative” means an Employee or any person who has an independent individual contractual relationship with the Institute, whether as a contractor, Consultant or agent of the Institute. This also includes non-executive directors of the board.

“Standard Operating Procedures” or “SOPs” are the detailed written descriptions of business processes that aim to ensure consistency and quality in process execution.

“Talent Pools” are databases of specialised individuals who we maintain a relationship with in order to place them into the right role at the right time.

“Tool” means templates, forms, charts, informational and any other material prescribed for use in conjunction with an element of a Policy, Guidelines, SOPs and Business Process.

3. POLICY

3.1. Purpose of policy

The Institute aims to identify, attract and select people with the right skills, knowledge, behaviours and experience to meet our talent requirements. We seek to attract and retain a diverse and high performing workforce that is aligned with our guiding principles and will enable us to achieve our strategic goals.

We are committed to diversity and inclusion and to creating an inclusive working environment and a diverse workforce at all levels.

In addition, the purpose of this policy (and the associated guidelines) is:

- to provide a framework for recruitment underpinned by our commitments to provide inclusive opportunities within an environment that embraces and values diversity; and.
- to promote and maintain inclusive and effective recruitment and selection procedures across the Institute, to ensure consistency in their application and to enable a positive Candidate experience.

3.2. Scope of the policy

This policy applies to all internal and external applicants for all positions offered within the Institute.

3.3. Policy principles

All recruitment will be conducted in a fair and transparent manner and subject to open competition whether internal or external, with the goal of attracting and recruiting the best Candidate for a role purely on merit.

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

Selection decisions will be evidence-based; this evidence may differ according to the type of role. CV's, covering letters, competency (occupational) based testing, personality profiling (personality traits as indicators of job-relevant behaviours), interviews and references should be considered routine. The Institute seeks to pilot new approaches to attract and recruit diverse talent; this will include diversifying our approaches to advertising roles and Candidate outreach as well as reducing unconscious bias through the use of blind recruitment methods.

All Hiring Managers, Talent Acquisition Professionals (TAPs) / recruiters and any other colleagues involved in the recruitment and selection of Candidates will be required to be vigilant in monitoring their own unconscious bias and will be required to undertake: diversity and inclusion, fair recruitment and selection and unconscious bias training.

Where disabled Candidates require adjustments to the recruitment and selection process, the Institute will endeavour to pro-actively remove any barriers in order to enable these Candidates to fully participate in the recruitment process.

Appropriate and comprehensive pre-employment checks will be undertaken including (but without limitation) proof of identify, right to work and references to



ensure that the people we engage across the globe are engaged on their own free will and are suitable Candidates to represent the Institute.

All Candidates will be informed of the Institute's Code of Conduct and the Institute's zero tolerance of anything less than the highest standards of conduct and best practice as regards integrity and ethics. This includes zero tolerance of, inter alia, fraud, corruption, bullying, harassment, sexual exploitation including abuse or exploitation of children, modern slavery and terrorism funding. All Candidates offered roles with the Institute will be required to sign up to and follow the Institute's Code of Conduct.

An Employee involved in the recruitment process has a personal or a familial relationship with a job Candidate must declare this as soon as they become aware of the individual's application. If this situation occurs the Employee who has a personal or familial relationship with the Candidate must not be involved in any part of the recruitment and selection process for this role.

The Institute supports and promotes the privacy of Candidates. All documentation relating to Candidates will be treated confidentially, held strictly by Human Resources in accordance with relevant data protection and privacy regulations. Specifically, information will only be:

1. used in accordance with the relevant data protection / privacy notice at the point of collection, and any relevant data protection Policies, Guidelines or SOPs;
2. accessed by those internally who have a need to access it;
3. be held only for as long as is necessary; and
4. transferred across borders in accordance with relevant laws and internal guidelines.

4. RESPONSIBILITIES



Guidelines relating to recruitment at the Institute and the recruitment and selection process can be found at the human resources department.

5. DUTY TO COMPLY

It is the responsibility of each Representative of the Institute to comply with this Policy in full. Failure to comply may be subject to disciplinary action including contract termination, contract non-renewal or other appropriate action.

6. REPORTING

Representatives are required to report violations of this Policy to their manager or through the Institute's Whistle-blower mechanism.