

## Corporate Recruitment, Selection and Hiring Policy

### 1. Introduction

At Transoil-Group of Companies (“TOGC”), we are committed to fair, transparent and merit-based recruitment, selection and hiring processes. Our policy is designed to attract, hire and retain the best talent while ensuring equal opportunities and promoting diversity within our workforce.

### 2. Commitment to Fair Recruitment, Selection and Hiring

We recognize our responsibility to implement ethical hiring practices that support equal access to employment opportunities. This commitment extends to all stages of the recruitment process, from job posting and candidate selection to onboarding and career development.

### 3. Key Principles

Our Recruitment and Selection Policy is based on the following key principles:

- a. **Compliance with Laws and Regulations:** We comply with all applicable labor laws, regulations and industry standards related to fair employment and hiring practices.
- b. **Equal Opportunity Employment:** We provide equal employment opportunities to all individuals regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status or any other protected characteristic.
- c. **Merit-Based Selection:** We ensure that hiring decisions are based on objective criteria, including skills, experience, qualifications and potential contributions to the Company.
- d. **Transparency and Fairness:** We maintain transparent recruitment procedures, ensuring all candidates are evaluated fairly and consistently throughout the selection process.
- e. **Diversity and Inclusion:** We actively promote diversity and inclusion in our hiring practices by encouraging applications from underrepresented groups and fostering an inclusive work environment.
- f. **Unbiased Selection Process:** We strive to eliminate bias in recruitment decisions through structured interviews, standardized evaluation criteria and training on unconscious bias.
- g. **Confidentiality and Data Protection:** We ensure that all candidate information is handled with confidentiality and in compliance with data protection laws and regulations.
- h. **Internal and External Hiring Balance:** We support both internal promotions and external hiring to ensure career growth opportunities for existing employees while bringing in fresh perspectives from outside the organization.
- i. **Continuous Improvement:** We regularly assess our recruitment and selection processes to ensure alignment with best practices and evolving workforce needs.

### 4. Implementation and Monitoring

We implement this policy through the following measures:

- **Job Advertisements:** We ensure all job postings use inclusive language and clearly outline role requirements.



- **Candidate Screening and Shortlisting:** We use objective criteria to evaluate applications and shortlist candidates.
- **Interview and Selection Process:** We conduct structured interviews with clear assessment guidelines to ensure fair and unbiased hiring decisions.
- **Recruitment Training:** We provide training for hiring managers and recruiters on ethical hiring practices, diversity and bias reduction.
- **Onboarding Programs:** We ensure that new hires receive comprehensive onboarding to support their integration into the Company.
- **Performance Monitoring:** We regularly review recruitment metrics to identify areas for improvement and measure hiring effectiveness.

## 5. Reporting and Accountability

We commit to transparency in our recruitment practices by monitoring hiring trends and reporting on diversity and inclusion efforts. We hold ourselves accountable to stakeholders through continuous evaluation and refinement of our hiring policies.

## 6. Review and Continuous Improvement

This policy will be reviewed periodically to ensure its effectiveness and relevance. We remain committed to improving our recruitment strategies to attract top talent and uphold the highest standards of fairness and integrity.

## 7. Conclusion

At TOGC, we believe that fair and inclusive recruitment practices are essential for building a strong and diverse workforce. We are dedicated to hiring the best talent while fostering an equitable and supportive work environment.

As Chairman of the Board of Directors and as being authorized for this purpose by the Board of Directors corporate resolution dated 19 May 2025, I approve this Recruitment and Selection Policy and to ensuring that our hiring practices align with our values and business objectives.

Responsibility for the successful implementation of this policy belongs to every TOGC relevant employee, at each level and function within the Company.

Approved:

Vaja Jhashi

Chairman of the Board of Directors

  
2025