



Smart Energy Management

# Recruitment Charter

Applicable from 1 April 2024

## Preamble

Guided by its sense of ethics and open to cultural diversity, Energy Pool Développement prioritises respect for individuals, fairness and the prevention of all forms of discrimination. These values are central to our HR policy, in particular our recruitment policy, and are embodied by all the teams responsible for implementing it.

The purpose of this charter is to define the ethical and methodological principles to which all those involved in recruitment (including external parties) undertake to apply when participating in whole or in part in the recruitment process on behalf of Energy Pool Développement. This includes, but is not limited to, the selection of applications, the assessment of applicants and the processing of responses.

## Article 1: Our Principles

Energy Pool Développement is committed to being a socially responsible company and supports its employees by offering them opportunities for development and mobility, while ensuring that their career paths are secure.

Energy Pool Développement's conduct in terms of respect, empowerment, entrepreneurial spirit, collective and collaborative work, team spirit, pragmatism, customer satisfaction, agility and excellence permeate the entire recruitment process.

## Article 2: Our Commitments

This Charter commits the company's Human Resources and management teams to ensuring a recruitment process that is aligned with the Group's values and in accordance with the company's corporate social responsibility.

At every stage of the recruitment process, we are committed to:

### **Respecting Diversity, Gender Equality and Equal Opportunities\*:**

A single processing and decision-making process is in place for all applications received.

Those involved in recruitment - recruiters, 'peer' employees and recruiting managers - carry out their recruitment activities with respect for fundamental human rights:

- They protect candidates' privacy by guaranteeing professional secrecy,
- They do not discriminate directly or indirectly against any candidate on the grounds of origin, gender, sexual orientation or identity, age, marital status or pregnancy, genetic characteristics or particular vulnerability resulting from the applicant's economic situation, where apparent or known, actual or assumed membership or non-membership of an ethnic group, nation or race, political opinions, trade union or mutualist activities, religious beliefs, physical appearance, first name and surname, place of residence, state of health or disability.
- They prohibit any conduct linked to a person's gender having the purpose or effect of undermining their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

On 31 August 2023, Energy Pool Développement signed a Unilateral Employer Decision on professional equality reinforcing these commitments.

*\*Article L1132-1 of the French Labour Code amended by Law no. 2022-401 of 21 March 2022 - Art. 10*

### **Conducting a professional and ethical recruitment process:**

Applications are analysed based on the professional and interpersonal skills required for the position to be filled. Each recruitment is accompanied by a detailed description of the tasks, requirements and skills sought. The recruiter looks to ensure that the candidate's skills match the position to be filled, as well as their ability to adapt to changes in the company's business lines and activities.

Assessment is based on interviews and the use, depending on the business line, of appropriate assessment tools validated by the Human Resources Department and mastered by the recruiter. Each candidate is informed of this at the first interview with a member of the Human Resources team.

All vacancies are advertised within the Group, in order to promote the mobility, development and promotion of our employees. The internal application process may be subject to confidentiality, in which case the applicant informs their manager if the HR interview is conclusive.

### **Transparency and follow-up of candidates:**

During recruitment interviews, the Energy Pool Group is presented to each candidate in the same way as the position to be filled and its environment.

All those involved in the recruitment process ensure that the information exchanged remains confidential.

1. The recruiter and hiring manager receive information from the candidate. The candidate is also asked to express their personal goals and motivations. The Energy Pool Development recruiters undertake to:

- Maintain the level of discretion desired by the candidate with regard to their participation in the recruitment process,
- Keep all personal and professional data submitted by candidates confidential,
- Respect the candidate's right to confidentiality with regard to information relating to their previous and current activities in other companies.

2. During the various interviews, candidates are given information about the Group as a whole, its strategy, its activities and its development. The only purpose of the information provided to candidates is to ensure maximum transparency to help them assess the position and the opportunity to join the company. This information is therefore not intended for wider dissemination.

The candidate undertakes to:

- Maintain total discretion with regard to information received in the course of exchanges with representatives from inside and outside the Group.
- Limit the dissemination and sharing of information received to those directly involved in the process.

Any unsolicited application or application in response to an advertisement that is not selected after due consideration will receive a reply within a maximum of (15) days.

### **Respect for the confidentiality of personal data:**

Candidates' personal data is processed in compliance with the General Data Protection Regulation (GDPR).

Applications of potential interest to the company, whether selected on the basis of a CV or an interview, are retained and, if possible, qualified for a maximum of two (2) years in the recruitment tool.

## **Article 3: Information, Training and Supervision**

Respect for Equal Opportunities is at the heart of our Human Resources policy. As a driver for action under this policy, this Charter forms an integral part of the deployment mechanisms (application, implementation and development) of the Human Resources processes and policy.

### **1. Informing and raising awareness among those involved**

All those directly or indirectly involved in external recruitment are informed of the existence of the Charter and made aware of the importance of applying its provisions.

Each recruitment officer in Human Resources formally undertakes to comply with it throughout their time with the team, thereby demonstrating their knowledge of its provisions and willingness to apply them correctly.

Members of the recruitment team are also responsible for promoting and informing the various internal and external teams involved in the recruitment process about this Charter.

### **2. Training**

Training is provided to recruitment officers and hiring managers in order to optimise their knowledge of non-discrimination regulations, to ensure that their practices comply with ethical standards and to guide them in using the company's recruitment tools.

### **3. Supervision**

The Human Resources Department may commission audits of recruitment processes to ensure that the provisions of this Charter are being properly applied, that non-discrimination regulations are being complied with and that personal data is being processed correctly, whether electronically or on paper. Audit reports may be presented to Energy Pool Développement's General Management and may, where appropriate, include recommendations and corrective action.

## Article 4: Expression of the Company's Commitments

Energy Pool Développement is committed to communicating transparently on its Equal Opportunities policy, both internally and externally.

### 1. Internally

The company informs all its employees of its commitment to Equal Opportunities. It ensures that recruiting managers, tutors and recruiters are aware of and trained in the ethical rules to which it is committed.

The company communicates around the objectives leading it to include Equal Opportunities at the centre of its Human Resources Policy and the values it intends to develop through the actions and the tools it has put in place, such as this Charter.

### 2. Externally

The company communicates around its determination to conduct its recruitment activities in compliance with regulations and ethical principles.

The Recruitment Charter is freely accessible via the Internet on the Energy Pool Développement corporate website.

A copy of this Charter may also be given to each candidate interviewed at their request, or made available to them by any means appropriate to the circumstances and location.

## Article 5: Application, Duration and Updates

The provisions of this Charter are applicable for an unlimited period of time.

Accordingly, Human Resources will regularly propose changes necessary to adapt the Charter to developments in recruitment ethics and to ensure it remains in compliance with the regulations in force.

Le Bourget-du-Lac, 1 April 2024

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