

# Global Recruitment Policy

March 2023

This Policy may be amended from time to time.

Changes will be communicated to managers and employees.

Policy owned by HR

V3.0

This is a global policy



# A GLOBAL AND INCLUSIVE ORGANISATION

We are Weir and the growing world depends on us. It depends on us constantly reinventing. Quickly adapting. Continually finding better, faster, more sustainable ways to access the resources it needs to thrive. And it depends on each and every one of us doing the best work of our lives. It's a big challenge – but it's exciting. And it's one we can't wait to be part of.

We're a global family and our ways of working aim to inspire all our people to do the best work of their lives. We are a values-led business, guided by our commitment to aiming high, respecting each other, delighting our customers, doing the right thing and thinking 'safety first'.

We foster an inclusive and diverse working environment where everyone is treated equally, which for us means:

**Inclusion:** creating a truly inclusive culture where everyone's voice is heard, and where we care for, respect and encourage each other.

**Diversity:** creating a workforce that increasingly reflects the diversity of the markets in which we operate and which does not discriminate.

**Equity:** focusing on what people need in order to achieve fair outcomes for all.

## ADAPTIVE

We listen to our candidates and make reasonable adaptations to our recruitment and selection processes. If you are considering joining us and would like to discuss adjustments to support your physical or mental wellbeing during the recruitment process, please let us know. We want to remove barriers where we can and give you the confidence to submit your application and hopefully join our global team!

## Together, We are Weir.

### SCOPE OF THIS POLICY

This policy is broad and applies to all direct recruitment we undertake. Where we recruit indirectly we work only with trusted partners who uphold our high standards of integrity and impartiality.

The Policy does not supersede any collective bargaining agreements currently in place.

### GLOBAL DIFFERENCES

We give generalised information in this Policy. We operate in numerous countries and consequently must ensure we adhere to different legislation and regulation across our locations. The local hiring manager and HR can give information specific to your location and will guide you through our process.

### OUR PRINCIPLES

- 1) We will achieve and maintain the highest professional standards when appointing people to our positions.
- 2) We will operate a fair recruitment process based upon an open and transparent approach.
- 3) We will consider candidates on merit, aiming to select the most suitable person from the widest range of applicants feasible, encouraging applications from under-represented groups.
- 4) We will use our recruitment process to set the tone for new recruits joining us. They'll experience a supportive and inclusive organisation, being treated with fairness and respect. In turn, this will enhance our reputation as a 'great place to work'.
- 5) We will recruit individuals who embody our values and enhance our organisational performance and reputation.
- 6) We will encourage the recruitment of people with disabilities, and will make reasonable adjustments/accommodations at all stages of the recruitment process.
- 7) We will update and modify our approach over time, deploying innovative recruitment approaches where we see benefit in doing so.
- 8) We have high standards of conduct and behaviour (reflected in our Code of Conduct) to which all hiring managers and candidates need to adhere.

## OUR APPROACH

### ROBUST

As our business changes and evolves we regularly examine which roles, structures and working patterns best service our strategic aims. When a role becomes vacant our managers assess what's needed in terms of the role purpose, how and where it can be carried out and in what way the role fits into our organisational structure. Hiring managers, recruiters and HR work in partnership to size new or revised roles and map them to our global Job Framework.

### VARIED

Our range of roles is vast. The skills we need, and types of roles we offer are varied. Many of our roles require a fixed place of work, with set working hours worked on a consistent basis. Other roles can be worked on a more flexible basis, and we will look at flexible approaches and patterns of work, where we can.

### REWARDING

We have designed our reward structure to be simple, transparent and linked to business success. We deliver this fairly and appropriately - which helps us attract and retain talented people.

Incorporating both reward for your individual contribution and a focus on team performance, our aim is to create collective accountability. At Weir, we offer a motivating and fair package and are proud that this includes long-term share ownership for all employees.

Giving everyone opportunity and access to learning is key. We're all different, so whether you already work with us, or come to join us, you'll be encouraged to 'grow your own way'. We invest in quality learning opportunities which fit with busy lives and equip you for the present and the future.

## OUR RECRUITMENT PRACTICES

We have divided our practices into three areas:

- 1) Information of interest to all.
- 2) Information of special interest to external candidates.
- 3) Information of special interest to internal managers and candidates.

# INFORMATION FOR ALL

## MAKING ADJUSTMENTS/ACCOMMODATIONS TO MEET YOUR NEEDS

If you have a physical or mental health medical condition, disability or special need which might influence your performance during any part of the recruitment process please speak to the hiring manager/recruiter. If you prefer, you may speak with a member of HR. Please talk to us; there may be ways in which we can adapt our process to help you give your best.

Information you share will be held confidentially and in line with relevant local legislation.

## CANDIDATE POOLS

If you apply for a role or lodge your details with us via our 'introduce yourself' option (details below) a 'candidate record' is created and becomes part of a 'candidate pool'. Hiring managers and recruiters can proactively search this pool, to see if there are candidates who match the requirements of their vacancy. This means you could be contacted about a role which you have not applied for. Of course, there is no obligation to progress in the process if you are not interested in the role.

This is a very helpful process: it enables hiring managers to open a channel of communication with suitable candidates and, if you are contacted, allows you to hear about a role which you may not have previously considered.

## COMPLIANCE, PRE-EMPLOYMENT AND HEALTH CHECKS

Ensuring compliance with legislation and regulation is paramount. If you are applying to work with us you will need to supply all appropriate documents demonstrating your right to work in the location for which you are applying. Secondly, you will be obliged to supply the relevant certificates in support of your stated qualifications.

We may make other background checks if these are mandated or appropriate. These checks will be explained during the recruitment process and you will have the opportunity to ask questions if you need more information.

You may be asked to provide information about your health prior to being appointed if this is essential to the role and permissible. Otherwise, health screening will take place once you have been offered a role (applies in some, but not all, locations).

If you are an internal candidate, checks on qualifications, background and health may be needed for an internal role change. This will be determined on a role by role basis.

## DATA PROTECTION

We will follow the relevant legislation when we store and process the data you provide during the recruitment process.

## INFORMATION – DIVERSITY AND INCLUSION

Prior to finalising an application for a role you will be asked to provide personal information across several dimensions of diversity and inclusiveness. This is optional, but we encourage you to provide this to help us analyse, reflect on and improve our recruitment practices. The information you provide is held confidentially, won't be available to the hiring manager and will not be used to judge your application.

## IMPARTIALITY AND CANDIDATE REFERRALS

One of our core principles is that people from all backgrounds are treated fairly at Weir. Therefore, it is important to ensure that the recruitment for all opportunities (including internships, work experience and student placements) is robust. We welcome and encourage candidate referrals made by our employees and others. If you are a current employee, contact HR via HR ServiceNow for information about any referral schemes which may apply in your location. Family members, friends and customers might also suggest suitable candidates, but will not be covered by referral policies.

Of course, these candidates must be assessed using the same criteria as for other applicants. If you are involved in the recruitment process always let HR know if a candidate is known to you in a familial or social context.

## APPRENTICESHIPS, INTERNSHIPS AND STUDENT PLACEMENTS

From time to time we may have students join us for short placements (for a few days) to shadow our colleagues and see how we do things at Weir. Unpaid work experience like this will always be short-term in nature, with oversight from the educational establishment from which the students join us. Managers should contact HR to ensure the necessary SHE, supervision and insurance requirements are in place prior to the start of any placement.

Longer internships and apprenticeships will be paid positions. We want to encourage applicants from all backgrounds and provide equitable terms of employment.

## RECRUITMENT PARTNERS

At times, we may engage a recruitment agency to search for candidates on our behalf. We operate an 'Approved Vendor List' (AVL) with whom we have agreed terms of business and beneficial rates. Agencies are briefed by HR or the hiring manager/recruiter on the requirements of the role and other terms.

We do not accept unsolicited Curricula Vitae (CVs)/résumés from agencies who are not part of our AVL. Any unsolicited CVs/résumés received should be referred to HR, to avoid contractual issues.

# INFORMATION FOR EXTERNAL CANDIDATES

## SPECULATIVE APPLICATIONS

If you are interested in joining Weir, but do not see a current vacancy which fits, you can proactively 'introduce yourself' via our careers website. This option is available in most of our

locations. We will know you are keen to explore working with us and we can hold your details for the future. You can delete your information at any time.

## SOCIAL MEDIA – CANDIDATE PROFILES

Where permissible, and relevant, we may view your career-related social media profile(s) (e.g. LinkedIn). For some very senior or specialist roles, a wider media and social media search may be undertaken. This will be by exception.

In all cases we will adhere to the legislation which applies in the relevant locations.

## EMPLOYMENT REFERENCES

In many of our sites we will ask for references from former employers and/or educational institutions. Offers of employment are sometimes made before the references have been received, but are generally conditional upon us receiving satisfactory references. If you have any questions please speak to the manager handling the recruitment process or contact HR.

## PROBATIONARY PERIODS

In many of our sites, new employees will join us initially on a period of probation. The duration of the period varies, depending on the role, local legislation and collective bargaining agreements. The purpose of a period of probation is to enable both you and your manager to determine whether the role is right for you. If a period of probation applies you'll be advised of this when offered the role.

# INFORMATION FOR INTERNAL MANAGERS AND CANDIDATES

## INTERNAL ADVERTISEMENT OF VACANCIES

We will advertise vacant roles internally before we take them to the external job market. Roles will be advertised internally for a minimum of five working days before they are issued to the external recruitment market.

This enables you to see available roles and apply before external candidates. Our aim is to encourage you to develop, grow your own way, and progress your career within Weir. Occasionally, roles will not be advertised if they are subject to redeployment policy or talent placement (more information is given below).

## KEEPING COLLEAGUES INFORMED

1. Updating your current manager - if you are an internal applicant it is best practice, and courtesy, to inform your manager of your application for another internal role.
2. Candidate pools – as mentioned above, where you or a member of your team (if applicable) appears in a candidate pool a hiring manager/recruiter may make contact to discuss the vacancy they are filling.
3. Manager to manager discussions on candidate performance and career aspirations - if you already work with us and are applying internally for a role, the hiring manager may reach out to

your manager to gain insight into your strengths, current development areas, interests and performance. We encourage good dialogue between managers during internal recruitment.

4. Manager to manager notification of offer to candidate - if you are a hiring manager intending to make an offer of a role to a current employee, please contact the candidate's current manager prior to making the offer.

Managers have a role to support the career growth of their team members. By communicating during the recruitment process, we can ensure managers are informed and prepared for potential upcoming changes in their teams. Managers will work together to agree suitable transfer dates for employees.

## TALENT PROFILES AND TALENT PLACEMENT

By keeping the talent profile section of Workday up to date you can help hiring managers by stating your career aims, interests and experience. Recruiters can access this information when they are looking for candidates and contact you about potential opportunities in the business.

At times we may move a current employee into a role which we have not opened up for wider applications. We do this by using our talent process to identify employees who may be moved to a new role, based on their abilities and potential.

## REDUNDANCY/RETRENCHMENT AND REDEPLOYMENT

Through the evolution of our business we may, at times, have colleagues at risk of redundancy/retrenchment. If you are an employee interested in a change of role you may find there are occasions where other colleagues are given priority to apply, or roles may be restricted to a certain group of colleagues. This happens as part of fair restructuring and redeployment processes; our overarching aim is to minimise the impact of restructuring on our colleagues. In some of our locations there are very specific and strict rules around this topic and your local HR team can answer any questions you have.

# OUR RECRUITMENT PROCESS

We operate a globally designed process. Due to the assorted requirements of our local sites some aspects of this are devolved and will be agreed between the hiring manager and HR Partner.

## OUR SELECTION METHODS FOR GENERAL RECRUITMENT

Our selection methods are designed to assess whether the role is right for you and whether you are right for the role. We will opt for methods which allow us to objectively assess your skills and experience against the specific competencies of the role. Secondly, we will want to consider your performance during the recruitment process in line with our values, which sit at the heart of Weir.

We will use some of the following selection methods:

- 1) Telephone, virtual or face-to-face interviews
- 2) Role-related practical tests or technical screening
- 3) Assessment centres
- 4) Psychometric testing
- 5) Another selection method, if necessary for the particular role.

## SENIOR LEADER RECRUITMENT



We have a global Leadership Selection Process that is consistent across the whole Organisation. It's built around our Leadership Framework Model, enabling us to identify the candidate who is not only right for the role, but also right for The Weir Group. We select leaders for now and for the future.

We identify internal talent using review of performance, engagement with colleagues and succession planning. Talented external candidates will be sourced initially by working with our designated executive search partner.

If you are selected as a leadership candidate you'll be invited to participate in our global selection process. The process is the same for internal and external candidates and is comprised of:

- 1) First Stage Interview
- 2) Leadership Assessment Stage
- 3) Leadership Team Interview
- 4) Final Interview (as required).

## RELATED INFORMATION

Global Inclusion, Diversity and Equity Policy  
Global Safety, Health and Environment Standards and Protocols  
Data Protection Policy (applicable to certain locations)  
Global Code of Conduct  
Weir Supply Chain Policy (inclusive of modern slavery statements)  
Global and Local Travel Policies and Driving Protocols  
Global and Local Expenses Policies  
Global Information Security Policy.

## POINTS OF CONTACT

If you are an external candidate and would like to contact us about a specific role please contact the manager/recruiter referenced in the job advertisement.

If you are a manager or employee and have questions regarding this Policy, or the recruitment and selection process, please contact HR via HR ServiceNow.