



XERTEK LABOR POLICY

The recruitment, selection, mentoring and learning process during the trial period are laid out for our organization to get an adaptability of the employee in our teamwork and to make sure for the best assistance and guidance. We seek that all our employees being part of teamwork highly competitive, and they have a supportive and cooperative attitude to their pairs and superiors.

The mutual expectations either for the employee as for the administration is also key for this policy, if the expectation is quite sensitive to the real environment, XERTEK values the employee trial period to settle them and therefore we can build great working environment and thus it enhances the human capabilities of all our collaborators.

The home office is also part of our human resources strategy, so we have designed this set of policies regarding that kind of job. However, the home office is taken for our organization as recognition for the knowledge and experience of the chosen person and not as an open position for anyone.

Recruitment

- a. The recruitment process shall be carried out with no discrimination of sex, race, origin, and religion. The main criterion is competence.
- b. This set of policies shall apply to anyone who is considered for any kind of work no matter the duration of the task involved.
- c. The applications for any position in XERTEK will be considered uniquely when they come duly documented.
- d. The recommendation could be considered once the applicant meet the competences required for the job position.
- e. Languages spoken for the applicant shall be valued.
- f. The experience for more than 5 years in one company or group must be considered in the recruitment process.
- g. The apprentice application shall be considered just for temporary or part-time jobs.
- h. To apply for a home office job position, a five years' experience or more in that position shall be required.
- i. The applications from an employee's relative should not be considered unless the application comes from an employee's son/daughter
- j. Managers or supervisor's position that led more than five people require psychological assessment.



Mentoring and Trial Period Policies

- a. Trial Period has a 90 working days duration, and it has a cost of US\$ 1000.
- b. Employee must complete 20 hours of mentoring documented and duly signed by his/her mentor prior to apply to a temporary position for a maximum of two years.
- c. Mentor could be any employee and it requires the previous qualification by the general manager.
- d. Any tardy, absence or misconduct is cause of the trial interruption.
- e. The trial period interruption caused by any of the situations written in d) entails the charge of the cost mentioned in a) against any labor benefit.

This policy was last updated on September 15th, 2022.

This policy, together with Xertek privacy, safety and quality assurance policy are subject to update regularly and without notice. We invite you to visit our website periodically for updates.

XERTEK PERU S.A.C.