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**AIRZONE GROUP Human Resources HR Policy**

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Version	Produced by	Subject matter	Date produced
v01	Management HR	Recommender Programme (Support to Recruitment)	04/09/2024

## **Recommender Programme (Support to Recruitment).**

### **MEASURE**

The Recommender Programme is conceived as a tool to provide support to capturing and recruiting personnel to certain positions (stated below) and for whom there is currently a very high market demand, thus making the recruitment of such personnel more difficult.

Through this programme, each Group worker will be entitled to receive a bonus for recommending candidates for certain positions that may be vacant at any time provided that certain requirements, which are described below, are met.

The Recommender Programme is part of Airzone employees' work as brand ambassadors of the Airzone Talent Benefits Plan.

### **TO WHOM DOES IT APPLY?**

**The Recommender Programme applies to each and every one of the Group's employees** (including both the parent company and commercial subsidiaries), **with the exception of the Group's Strategic Direction** (Departmental Directors and General Directions).

### **TO WHICH PROFILES OR POSITIONS SOUGHT DOES IT APPLY?**

The Recommender Programme **does not apply to all positions that may be vacant** in the Group, and will apply solely and exclusively to the following:

- **ICT or IT profiles** (For the Systems and R&D departments).
- **TCPs** (or their equivalent in the market in question).
- **Positions for which a native profile or the need to speak several languages is not required** (evidently, not only should

proficiency in several languages be evaluated, so too should the other specific requirements established for the position in question be met).

Every so often, the HR department will inform employees as to which positions are currently vacant in the Group, and any such notification will also specifically state the positions to which the Recommender Programme applies.

## REQUIREMENTS FOR OBTAINING THE BONUS

Absolutely all of the following requirements must be fulfilled to be eligible for the bonus linked to the Recommender Programme:

- **The employee must have sent the recommended candidate's curriculum vitae (résumé) before any contact is made or an interview held with them by the HR Department.**

The employee (recommender) should submit the CV to one of the two following email addresses created for this purpose:

- ✉ [cva@airzonecontrol.com](mailto:cva@airzonecontrol.com)
- ✉ [rrhh@airzonecontrol.com](mailto:rrhh@airzonecontrol.com)

**The subject matter of the email with the CV must have the following structure:**

***RECOMMENDER P. – (RECOMMENDER'S NAME) – VACANT POSITION FOR WHICH THE RECOMMENDATION IS MADE***

An example is provided below to illustrate this more clearly:

***RECOMMENDER P. – JOHN SPAIN SPAIN – BACKEND PROGRAMMER***

It is important to emphasise that only recommendations made before any type of contact is established between the recommended candidate and the HR Department will be eligible to be considered within the scope of the programme. If the Group had already contacted the candidate in question before receiving the email sent by the recommender, the recommendation submitted will not be eligible for any type of bonus.

- **The recommended candidate must be ultimately hired by the Group and must also pass the trial period**

**for the position held (as a rule, the trial period is 2 months on average).**

In other words, simply submitting the CV, or if the candidate attends one or several interviews, does not give the employee (recommender) any entitlement whatsoever to receive the bonus linked to the programme.

If all of the aforementioned requirements are met, the HR Department will send the employee (recommender) an email confirming the recruitment of the candidate proposed and the worker's entitlement to the bonus.

**BONUS**

The Recommender Programme involves a bonus for which the recommender will be eligible providing that all the aforementioned requirements are met.

**This bonus will consist of the following monetary remuneration to the employee (recommender) :**

- **€1,000 gross to be received by the employee in their payslip corresponding to the month after the one in which the recommended candidate passes the trial period for the position to which they were recruited .**

In other words, if the candidate is hired in January 20XX and passes the trial period for the job in question in March 20XX, the employee that recommended the candidate would receive a gross additional amount of €1,000 in their payslip in April 20XX.

- **€500 gross to be received after one year has elapsed since the date that the candidate was effectively hired, provided that they are still in the company's employment.**

The recommender will be entitled to receive this amount in their payslip corresponding to the month after the month in which the employee they recommended has been in the company's employment for one year (which will be counted as of the effective hiring date).

So, according to the above example, the recommended employee would have been in the company's employment for one year in January 20XX+1, meaning that the recommender would receive the aforementioned additional amount in their payslip in February 20XX+1.

As of this moment, the recommender will no longer be entitled to receive any further type of bonus.

The remunerations referred to above are **gross amounts, subject to the corresponding tax withholdings and Social Security contributions applicable at all times according to the legislation in force when payment is due.**

**It should also be noted that to enjoy entitlement to the established bonus, the employee must be in the Company's employment when this entitlement falls due. If the worker is no longer employed by the Group, they will forfeit all rights to the bonus linked to the Recommender Programme, irrespective of the reason why they no longer work for the Group.**

The bonus stated above may be changed by the Group's Board of Directors if the circumstances so require. The HR Department will inform the employees of any modification in this regard.

## TERM

**The Recommender Programme will be effective as of the moment this Policy is notified to the Group's employees.**

The Recommender Programme does not have a specific term or duration, which may be modified by the Group as it sees fit, and in which case the employees will be duly notified by the HR Department.

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