



Scopic

Hiring Procedure and Scopic Financial Policies

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HIRING PROCEDURE

REMOTE 2D/3D GEOMETRY ALGORITHM DEVELOPER

At Scopic, we place great importance on the hiring process. Our objective in implementing this Hiring Procedure is twofold: *firstly*, to provide candidates with a clear understanding of the different stages involved in our hiring process and what to expect at each stage; *secondly*, to establish measures for identity verification to safeguard the process against any potential cases of identity fraud.

Hiring Stages

- 1) **Screening:** An initial video screening will take place to assess if the candidate is a potential fit for the position. This is a non-technical interview meant to review the candidate's experience and their expectations. During the call, **the candidate will be recorded by the recruiter for a few minutes**. This recording will be utilized to validate their identity during subsequent stages, including any upcoming video interviews with other hiring managers. It should be noted that the recorded material will be handled in compliance with the applicable laws and regulations and deleted from our system after a period of 90 days.
- 2) **Test Task:** If the candidate passes the previous stage, the candidate will be asked to work on a test task that will be sent via email. This test will be administered on a case-by-case basis. It is expected that the test task will be submitted within 2 – 3 days.
- 3) **Technical Interview:** Assuming the candidate passes the previous stage, the candidate will be invited to a technical interview with a member of Scopic's development team. This will take place using Microsoft Teams video.
- 4) **Identity Verification:** If the candidate passes the Technical Interview, the Recruiting team will conduct an identity verification check. This process is intended to confirm the candidate's identity and prevent any fraudulent profiles. We use **Stripe Identity** to facilitate this check. The Recruiting team will send a link via Stripe Identity, where the candidate will be asked to take a picture of the front and back of their ID (which can be a national ID, passport, or driving license) and a selfie. This process typically takes 1–3 minutes to complete. Once the process is finished, the Recruiting team will receive a notification. The data will be stored and used solely by the Recruiting team for identity verification purposes and will be forwarded to the HR Department if the candidate is hired. If the candidate is not hired, they may request the removal of their data.
- 5) **Client Interview:** If the candidate passes the previous step and the information needed has been gathered for the identity verification, they will be invited to meet with our client to discuss the technical aspects of the project for which they will be considered.
- 6) **Final Interview:** Assuming the candidate passes the previous stage, they will be invited to have a Final Interview with the Hiring Manager. The Final Interview will take place using Skype or Teams video.

- 7) **Offer and Onboarding:** The applicant will receive an offer letter and contract. Once signed, we will proceed with onboarding as per the agreed upon start date.

SCOPIC COMPLIANCE & FINANCIAL POLICIES

1. Payment Type

Scopic follows a self-employed contractor model, meaning **all personnel are responsible for managing their own taxes and ensuring compliance with applicable local laws**. To confirm compliance, we may require candidates to provide either a valid tax ID or a business certificate by the end of the hiring process.

Scopic contractors work on an hourly-paid contract. What does this mean for you?

- As an hourly-paid contractor, you'll be compensated for your time spent working on the tasks and projects assigned to you at Scopic.
- You will need to regularly log the working hours spent on your assigned tasks into our internal time tracking system, along with a summary of the work you have completed within that time. This is then billed to Scopic.
- You will be paid for your time during the onboarding process, as well as any other administrative tasks that may be required of you.
- As briefly mentioned above, as an hourly-paid contractor, you will receive GROSS payment. This means that you will be responsible for coordinating your own taxes, health insurance, and social security payments, as per the legal requirements of your country of residence. **Please note that in order to work with us, you must be registered as an independent contractor in your country.** If you are not registered already, you are required to do so as soon as you receive an offer from the company.
- As a Scopic contractor, you are free to choose your location, time zone, and set your own schedule, but please be advised that you will need to have certain hours of overlap with your team members for collaboration. You will also be required to maintain your own equipment and work in a suitable environment.
- As an hourly-paid contractor, you will be able to book time off whenever needed, provided due notice is given. Please note that this time will not be compensated.

2. Payment processing

At Scopic, you're in safe hands. We value our contractors' time and make sure that all our team members are compensated for their work in a consistent and timely manner. Here's what the process looks like:

- The accounting team is responsible for monthly payment transfers.
- During the onboarding phase, you will share your bank account details with our accounting department and fill out W-8BEN or W-8BEN-E for compliance purposes.
- Your payment is calculated based on the time you log in to the Scopic Time Tracking System.
- The team will transfer your payment to your bank by the 10th of next month.
- The transfer may take a couple of business days, as it also depends on the receiving end.

Important Note: Only bank payments—to the bank account under your name in the country where you are residing—are accepted; Payoneer or other payment platforms are not allowed.

If you have any further questions, don't hesitate to let us know. Best of luck with your application and if all goes well, we look forward to welcoming you onto our team sometime soon!