

Alpha Unlimited Inc.

Comprehensive Talent Acquisition, Employment, and Development Policy

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Approved by: _____ (CEO/General Manager)

Foreword: Our Beliefs

At Alpha Unlimited Inc. (hereinafter referred to as "the Company"), we firmly believe that our most exceptional asset is our people. Our goal is not only to build disruptive products and services but also to create an environment where top talent can thrive, challenge limits, and realize their potential. This policy aims to articulate the principles and practices by which we attract, develop, and retain the best talent in the industry, ensuring that every partner who joins Alpha can achieve the extraordinary with us. We are not looking for "employees," but for "builders" and "pioneers" who can shape the future.

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Part I: General Provisions & Talent Philosophy

Chapter 1: Basic Principles

Article 1: Purpose and Vision

To realize the Company's mission of "bringing positive change to the world through technology and innovation," this policy aims to establish a systematic, forward-looking, and equitable talent management system. Our vision is to build an organization composed of top talent who are highly autonomous, curious, and committed to long-term value. This policy is not merely a set of operational procedures but a tangible practice of our talent philosophy.

Article 2: Scope of Application

This policy applies to all full-time, part-time, and contract employees of the Company at all global locations. The management of interns, consultants, and other non-traditional workers shall be handled in accordance with their individual contracts, with this policy serving as a guiding spirit.

Article 3: Roles and Responsibilities

1. **Human Resources & Organizational Development (HR & OD):** As the guardian and promoter of this policy, this department is responsible for:
 - Formulating, interpreting, and updating this policy and related procedures.
 - Designing and executing globally consistent processes for talent acquisition, selection, onboarding, and separation.
 - Providing relevant training and enablement to hiring managers.
 - Managing employer brand, talent pipelines, and recruitment systems.
 - Ensuring all talent management practices comply with labor laws and DEI principles.
2. **Hiring Manager:** As the frontline person responsible for talent decisions, the hiring manager is responsible for:
 - Defining job requirements, core competencies, and the profile for success.
 - Actively participating in interviews and providing structured evaluation feedback.
 - Assuming primary responsibility for the integration and performance development of

- new hires.
- Practicing the Company's talent philosophy and leadership principles.
3. **Hiring Committee:** Composed of senior members from cross-functional teams, this committee serves as an independent review body to enhance hiring quality and consistency, responsible for:
- Reviewing the comprehensive evaluation data of final candidates.
 - Ensuring hiring decisions align with the Company's long-term talent standards, not just short-term needs.

Article 4: Definitions

- **Talent Acquisition:** The end-to-end process from talent sourcing, attraction, selection, and offering, to onboarding.
- **Leadership Principles:** The core values and behavioral standards defined by the Company, serving as the basis for evaluating all employees (including candidates).
- **Hiring Committee:** A decision-making group, independent of the hiring manager, aimed at ensuring the objectivity and consistency of hiring standards.
- **Performance Improvement Plan (PIP):** A time-bound, goal-oriented coaching and improvement plan for employees whose performance does not meet expectations.

Chapter 2: Alpha Talent Philosophy

Article 5: Core Talent View: The Pursuit of Excellence and Ownership Spirit

We are committed to hiring the smartest and most promising talent and empowering them to solve the toughest problems. We believe that exceptional people want to work with other exceptional people. Therefore, we never compromise on our hiring standards. We look for individuals with an "Ownership" spirit, who treat the company's success as their own, proactively identify problems, propose solutions, and drive execution.

Article 6: Leadership Principles

All partners at Alpha Cat, regardless of their level, are expected to be leaders. We use the following Leadership Principles to guide our daily actions and decisions, and we integrate them into our interview process:

1. **Customer Obsession:** Leaders start with the customer and work backward.
2. **Ownership:** Leaders are owners. They think long-term and don't sacrifice long-term value for short-term results.
3. **Invent and Simplify:** Leaders expect and require innovation and invention from their teams and always find ways to simplify.
4. **Are Right, A Lot:** Leaders are right a lot. They have strong judgment and good instincts.
5. **Learn and Be Curious:** Leaders are never done learning and always seek to improve themselves. They are curious about new possibilities and act to explore them.
6. **Hire and Develop the Best:** Leaders raise the performance bar with every hire and promotion. They are willing to coach and develop others.
7. **Insist on the Highest Standards:** Leaders have relentlessly high standards—many

- people may think these standards are unreasonably high.
- 8. **Think Big:** Thinking small is a self-fulfilling prophecy. Leaders create and communicate a bold direction that inspires results.
 - 9. **Bias for Action:** Speed matters in business. Many decisions and actions are reversible and do not need extensive study. We value calculated risk-taking.
 - 10. **Frugality:** Accomplish more with less. Constraints breed resourcefulness, self-sufficiency, and invention.
 - 11. **Earn Trust:** Leaders listen attentively, speak candidly, and treat others respectfully.
 - 12. **Dive Deep:** Leaders operate at all levels, stay connected to the details, audit frequently, and are skeptical when metrics and anecdote differ.
 - 13. **Have Backbone; Disagree and Commit:** Leaders are obligated to respectfully challenge decisions when they disagree, even when doing so is uncomfortable or exhausting. Once a decision is determined, they commit wholly.
 - 14. **Deliver Results:** Leaders focus on the key inputs for their business and deliver them with the right quality and in a timely fashion.

Article 7: Diversity, Equity & Inclusion (DEI)

We firmly believe that diverse backgrounds, perspectives, and experiences are catalysts for innovation. The Company is committed to:

- **Hiring:** Eliminating bias in all recruitment stages to ensure all candidates have fair opportunities. We will proactively expand diverse talent pipelines.
- **Development:** Providing fair promotion and development opportunities for all employees and investing resources to support the growth of underrepresented groups.
- **Culture:** Fostering an inclusive work environment where everyone feels respected, has a sense of belonging, and can voice their opinions safely.

Article 8: Code of Ethics and Confidentiality

All personnel involved in the hiring process must adhere to the highest ethical standards, including:

- Strictly maintaining the confidentiality of candidate information and interview content.
- Avoiding any form of conflict of interest.
- Treating every candidate with professionalism and respect, regardless of the hiring outcome.

Part II: Talent Acquisition Strategy & Execution

Chapter 3: Workforce Planning & Job Requisition

Article 9: Strategic Workforce Planning

Annually and quarterly, each business unit, in collaboration with the HR department, will review business goals, organizational structure, and future development to create a forward-looking workforce plan, ensuring that talent supply supports business growth.

Article 10: Job Requisition and Approval Process

1. **Submit Requisition:** The hiring manager must submit a "Headcount Requisition Form" in the internal recruitment system, detailing:
 - o Job title, level, and location.
 - o The mission and core responsibilities of the role.
 - o Basic and Preferred Qualifications.
 - o Applicable Leadership Principles.
2. **Job Description Calibration:** The HR department will work with the hiring manager to ensure the job description is clear, attractive, and free of biased language.
3. **Approval Process:** The requisition must be approved by the direct supervisor, department head, and finance department based on budget and headcount.

Chapter 4: Talent Sourcing & Attraction

Article 11: Multi-Channel Talent Sourcing Strategy

The HR department will integrate the following channels to build a robust and diverse talent pipeline:

- **Proactive Sourcing:** Actively reach out to potential passive candidates through professional platforms like LinkedIn, GitHub, etc.
- **University Relations:** Establish deep partnerships with top universities, hosting tech talks, workshops, and hackathons.
- **Professional Communities:** Actively participate in and sponsor industry conferences, open-source projects, and technical community events.
- **Digital Platforms:** Post job openings on the company's career page, professional job boards, and social media.

Article 12: Employee Referral Program

We encourage employees to refer outstanding talent to join us. The program details are as follows:

- **Referral Process:** Employees can submit a referral's resume and a recommendation through the internal system.
- **Reward Mechanism:** A tiered referral bonus will be awarded to the referrer after the referred candidate is successfully hired and passes the probationary period. Additional bonuses are available for hard-to-fill or senior roles.
- **Priority Processing:** Referrals will receive priority screening and processing.

Article 13: Employer Branding and Talent Community Management

We believe the best recruitment strategy is to make talented people worldwide want to work for us. The HR and Marketing departments will collaborate to:

- Share Alpha Cat's story and values through technical blogs, engineer interviews, and company culture videos.
- Manage a talent community, regularly sharing industry insights and company news with

potential candidates to build long-term relationships.

Chapter 5: Selection & Interview Framework

Article 14: Overview of the Selection Process

A typical selection process includes the following stages, which may be adjusted based on the role's requirements:

1. **Resume Screening**
2. **HR Phone Screen**
3. **Hiring Manager Screen**
4. **On-site / Virtual Loop Interview**
5. **Hiring Committee Review**
6. **Final Approval and Offer**

Article 15: Resume Screening and Initial Assessment

- **Criteria:** Screening is based on the basic qualifications in the job description, with an emphasis on quantifiable achievements in the candidate's past experience.
- **Initial Screen:** An HR recruiter will conduct a 15-30 minute phone or video screen to assess the candidate's motivation, communication skills, and basic understanding of the company.

Article 16: Structured Interview Methodology

To reduce bias and improve the reliability and validity of our assessments, the Company uses structured interviews.

- **Standardized Questions:** Candidates for the same position will be asked a set of standardized questions related to core competencies.
- **Scoring Rubric:** A clear scoring guide (e.g., a 1-5 scale with behavioral descriptions) will be established for each question.
- **STAR Method:** Interviewers will be trained to use the STAR method (Situation, Task, Action, Result) to explore a candidate's past experiences.

Article 17: Interview Roles and Responsibilities

- **Hiring Manager:** Responsible for assessing the candidate's professional skills, team fit, and ability to succeed in the role.
- **Interviewer:** Each interviewer will be assigned one or two core competencies to assess in depth. For example, one may focus on technical depth, while another focuses on Leadership Principles.
- **Bar Raiser (by analogy):** A specially trained, senior interviewer from another team. Their role is to objectively assess whether a candidate meets or exceeds the company's talent bar, and they hold veto power over the hiring decision.

Article 18: Professional Skills Assessment

- **Technical Roles:** Typically include online coding tests, whiteboard coding, system

design, or architecture design sessions. The focus is on evaluating problem-solving approaches, code quality, and fundamental knowledge.

- **Non-Technical Roles:** May include case studies, presentations, portfolio reviews, or role-playing exercises to assess professional knowledge and practical application skills.

Article 19: Behavioral & Situational Interviews

This part of the process aims to assess whether the candidate demonstrates the Company's Leadership Principles. Interviewers will ask questions such as:

- **Behavioral Question:** "Tell me about a time when you insisted on the highest standards."
- **Situational Question:** "What would you do if you discovered that a critical project was off track, but your manager was unaware?"

Article 20: Values and Culture Contribution Assessment

We are not looking for "culture fit," but for "culture add." We assess whether a candidate aligns with our core values and can bring new, positive elements to our culture.

Chapter 6: Evaluation, Decision & Offer

Article 21: Interview Feedback and Data Collection

- **Timely Submission:** All interviewers must submit detailed, objective, and fact-based written feedback in the recruitment system within 24 hours of the interview.
- **Feedback Content:** Feedback should include specific observations of the candidate's performance, a score based on the scoring rubric, and a clear "hire" or "no hire" recommendation. Biased or discriminatory comments are prohibited.

Article 22: Hiring Committee Review

- **Debrief Meeting:** After all interviews are completed, the hiring manager will lead a debrief meeting with all interviewers and the Bar Raiser.
- **Decision-Making Process:** The meeting will review each interviewer's feedback and engage in a thorough discussion. The core of the decision is to answer: "Is this candidate significantly better than 50% of the current team members in some aspect?" The Bar Raiser will ensure the discussion focuses on long-term talent standards rather than short-term hiring urgency.
- **Consensus Decision:** The final decision should be made by consensus.

Article 23: Candidate Background Check

Before extending a formal offer, with the candidate's written consent, the HR department will commission a third-party agency to conduct a background check, which may include:

- Verification of education and employment history.
- Validation of professional licenses.
- (If applicable) Criminal record check.

Article 24: Compensation Approval and Offer

1. **Compensation Structure:** The Company's compensation philosophy is to provide a competitive and performance-linked total rewards package, typically including base salary, performance bonus, and equity incentives.
2. **Compensation Basis:** Compensation is determined based on the job level, the candidate's experience and skills, market data, and internal pay equity.
3. **Extending the Offer:** The HR department will issue a formal "Offer Letter" in writing, detailing the position, compensation, benefits, start date, and other important information.

Article 25: Offer Acceptance and Onboarding Process

The hired candidate should report to the Company on the specified date with required documents, such as proof of identity and education/experience certificates, to complete the onboarding process and sign the employment contract and relevant confidentiality agreements.

Part III: New Hire Integration & Development

Chapter 7: Onboarding and Probationary Period

Article 26: Pre-boarding Preparations

Before a new hire's start date, the hiring manager and HR department should complete:

- Preparation of office equipment and system accounts.
- Assignment of an Onboarding Buddy.
- Preparation of a work plan for the first week.

Article 27: Structured Onboarding

- **Company Level:** The HR department will host a multi-day New Hire Bootcamp to introduce the company's history, culture, mission, products, and core policies.
- **Team Level:** The hiring manager should create a 30-60-90 day integration plan for the new hire, including:
 - **30 Days:** Become familiar with the team, tools, and processes; complete the first small task.
 - **60 Days:** Begin to take ownership of some work; build cross-team relationships.
 - **90 Days:** Be able to contribute independently and make a tangible impact on team goals.

Article 28: Probationary Period Goal Setting and Performance Evaluation

- **Probationary Period:** The probationary period for new employees is three months.
- **Goal Setting:** Within the first week, the manager and new hire should jointly set clear, measurable goals for the probationary period (the OKR - Objectives and Key Results framework is recommended).

- **Regular Check-ins:** The manager should have a one-on-one meeting with the new hire every two weeks to provide timely feedback and review progress against goals.

Article 29: Mentorship Program

The Company assigns a senior colleague to each new hire as a mentor. The mentor's role is not to supervise work but to help the new hire:

- Understand the team's unwritten rules and culture.
- Build a professional network.
- Answer various questions about life at the company.

Article 30: Probationary Period Review and Conversion

- **Review:** One week before the end of the probationary period, the manager must complete a "Probationary Period Review Form," assessing the new hire's performance, cultural integration, and potential.
- **Review Meeting:** The manager will hold a formal review meeting with the new hire to communicate the results.
- **Outcome:**
 - **Successful:** The employee is converted to a regular, full-time employee.
 - **Unsuccessful:** If the new hire's performance does not meet expectations, and there is no improvement after sufficient communication and coaching, the company will terminate the contract in accordance with labor laws and Chapter 11 of this policy.

Part IV: Internal Mobility & Career Development

Chapter 8: Internal Transfers and Promotions

Article 31: Internal Opportunity Platform

The Company maintains an internal job board to encourage employees to explore different career opportunities within the company. All non-confidential job openings must be posted on the internal platform for at least five business days before being advertised externally.

Article 32: Internal Transfer Application and Evaluation Process

1. **Eligibility:** Employees are eligible to apply for an internal transfer after completing twelve months in their current role.
2. **Application Process:** Employees should first discuss their career development intentions with their current manager and then apply for the target position through the internal system.
3. **Evaluation:** The hiring manager for the target position will interview the applicant. The process may be a simplified version of the external hiring process. Performance feedback from the current manager will be an important reference.

Article 33: Promotion Nomination and Review Mechanism

- **Promotion Cycle:** The Company conducts promotion reviews twice a year.

- **Nomination:** Promotions can be nominated by a manager or, for certain senior levels, through self-nomination. Nominations must be supported by detailed documentation of performance achievements and contributions.
- **Review Committee:** A promotion review committee, composed of senior leaders from different departments, will calibrate the nominees against the competency standards defined for each level to ensure fairness and consistency in promotion standards.

Part V: Employee Relations & Separation Management

Chapter 9: General Principles of Separation Management

Article 34: Types of Separation

Employee separation is categorized as "Voluntary Separation (Resignation)," "Termination for Performance," "Termination for Cause (Misconduct)," "Layoff," and "Retirement."

Article 35: Notice Period

For all types of separation, except for immediate dismissal for gross misconduct, the statutory notice period must be observed:

1. For service of more than 3 months but less than 1 year: 10 days' notice.
2. For service of more than 1 year but less than 3 years: 20 days' notice.
3. For service of more than 3 years: 30 days' notice.

Chapter 10: Voluntary Separation (Resignation)

Article 36: Resignation Process

Employees who wish to resign should submit a written "Resignation Letter" to their direct manager through the internal system.

Article 37: Work Handover Protocol

Before leaving, employees are responsible for completing a full handover of their duties, including:

- Creating a detailed handover list and documentation.
- Returning all company assets (e.g., laptop, access card) and digital data (e.g., files, code) to the designated person.
- Ensuring that ongoing projects have a clear successor.

Article 38: Exit Interview and Insight Analysis

The HR department will conduct a one-on-one exit interview with the departing employee. The content of the interview will be kept strictly confidential and aims to:

- Understand the real reasons for the employee's departure.

- Gather feedback on the company's management, culture, compensation, and benefits.
- The HR department will periodically conduct anonymized analysis of exit interview data and provide improvement recommendations to management.

Chapter 11: Involuntary Separation

Article 39: Performance Improvement Plan (PIP)

When an employee's performance consistently falls below the requirements of their role, the manager, with the assistance of the HR department, should initiate a PIP:

1. **Purpose:** The primary purpose of a PIP is to help the employee succeed, not as a preliminary step to termination.
2. **Content:** The PIP document must clearly state:
 - The specific performance gaps that need improvement.
 - Clear, measurable improvement goals.
 - An improvement period of 30 to 60 days.
 - The support and resources the company will provide (e.g., training, mentoring).
 - The potential consequences of not meeting the goals.
3. **Execution:** During the PIP, the manager must hold weekly check-in meetings with the employee to review progress.

Article 40: Termination for Cause (Performance-related)

If, at the end of the PIP, the employee's performance has not shown substantial improvement, the manager, in consultation with HR, may decide to terminate the employment contract. The entire process must be well-documented and compliant with labor laws.

Article 41: Termination for Cause (Violation of Work Rules or Code of Conduct)

The Company may terminate the employment contract immediately and without notice if an employee engages in serious misconduct, such as:

- Serious breach of the confidentiality agreement, leading to the disclosure of trade secrets.
- Corruption, bribery, or any illegal activities.
- Verified instances of workplace bullying, harassment, or discrimination.
- Other circumstances stipulated in Article 12 of the Labor Standards Act.

Article 42: Layoff (Redundancy)

If a reduction in workforce is necessary due to organizational restructuring, business downturn, or other factors, the Company will:

1. **Fair Selection:** Use objective and fair criteria (e.g., business relevance, individual performance) to determine the layoff list.
2. **Legal Notice:** Provide advance notice to employees in accordance with statutory requirements.
3. **Above-Standard Severance:** Offer a severance package that is more favorable than

- required by labor law.
4. **Outplacement Services:** Provide professional outplacement services to assist with career transition.

Chapter 12: Separation Procedures & Final Settlement

Article 43: Off-boarding Procedures

On or before the last day of employment, the employee must complete all items on the "Separation Checklist," which must be signed off by all relevant departments.

Article 44: Final Salary and Expense Settlement

Upon completion of the off-boarding procedures, the Company will settle all outstanding salary and expenses on the next regular payday.

Article 45: Issuance of Certificates

The HR department will proactively issue a "Certificate of Service" and, if applicable, a "Certificate of Involuntary Separation."

Article 46: Alumni Network

We consider former employees to be valuable assets and brand ambassadors. The HR department will maintain an alumni network platform to share company updates and welcome outstanding former employees to return in the future (as "boomerang hires").

Part VI: Supplementary Provisions

Chapter 13: Policy Management

Article 47: Policy Interpretation and Amendment

The authority to interpret this policy rests with the Human Resources & Organizational Development department. This policy may be amended by a proposal from the HR department, subject to approval by the Company's senior management, to adapt to business developments and changes in regulations.

Article 48: Effective Date

This policy shall take effect on September 1, 2025. All previous related policies and regulations are simultaneously repealed.