

ASSA ABLOY <i>Group Policy Guidelines</i>		
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Job opening guidelines

It is the philosophy of ASSA ABLOY to promote and award openings from within whenever possible and communicate opening opportunities whenever they occur.

Job Posting

All job openings must be fully approved via the local leadership's approval process prior to any recruitment activities.

The local human resource person is responsible for the administration and tracking of the recruitment process, strategic recruitment and talent acquisition. The Recruitment Team will consist of, at a minimum, the local human resources person and the hiring manager. The Recruitment Team lead will be the local human resources person.

All job openings, regardless of level, are to be posted on keyPoint. Job openings for managerial and professional positions (level 2-5) are to be posted on keyPoint and the ASSA ABLOY web site, and published in English. Other positions can be published in local language. All job adverts should be posted for at least two weeks.

Occasionally, there may be business conditions that may result in a role not being posted. Such conditions may include organizational restructuring, critical operational needs, pre-established development plans, etc. *NOTE: The decision to fill a role without posting requires approval by the division HR VP or by ASSA ABLOY HR SVP (for Level 3).*

Posting of jobs using the HR Manager Talent Solution (HR Manager) are to be completed by local human resources team members who have been authorized by their Divisions HR VP. Posted job openings will be deleted from keyPoint at the end of the posting period unless requested otherwise by the Recruitment Team.

With the addition of the "job agent" function in HR Manager, it is strongly encouraged for all suitable roles for colleagues in other ASSA ABLOY entities to also be posted (or at least all level 6 positions). If there are specific role requirements (for example language) or work visa restrictions these should be clearly stated in the job advert.

All local job opening announcements (at all levels) should be distribute via email (for those with internal email), or printed and displayed on company notice boards for those colleagues that do not have internal emails. This will ensure all colleagues have the opportunity to review and consider the opening.

Recruiting teams are also strongly encouraged to circulate vacancies with other Group companies within their country/ region. This will provide the opportunity for colleagues at all levels to pursue career opportunities across the Group companies.

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HR recruiting teams should promote the use of "job agent" across their business as a tool to enhance career options. Colleagues who have an interest in future openings at specific geographical locations or job positions can join "job agent" and select both roles and locations they are interest in. When a relevant vacancy arises an emailed alert is automatically generated and sent to their email address.

Colleagues who are considering applying for a position outside of their home country may request a global mobility informational pack, if available, for the geographical country of the open position. The packs can be obtained through the Recruitment Team or keyPoint and contains information regarding taxes, housing, lifestyle, and climate among other things. In addition, each country has an HR contact person available to provide additional information or answer questions.

During the initial inquiry stage it is appropriate for confidentiality to be kept. As part of the conversation the Recruiting team need to remind the potential candidate that they will be required to inform their manager of their intention to apply. As part of the discussion (if they express concern of potential consequences of informing their manager) coaching skills are to be used to assist the colleague with techniques they can use during the discussion with the manager on their intention to apply for the role.

All formal applications should be acknowledged by the recruitment team within 48 hours of receiving the application.

Selection process

All internal applicants whether considered qualified or not will receive the courtesy of a personal phone call from a Recruitment Team member.

- Applicants who are considered not qualified will be informed as soon as possible. The Recruitment Team should use this conversation as an opportunity to coach internal applicants on development initiatives they could engage in to enable them to be a qualified candidate in the future.
- The manager or local HR person of any qualified internal candidates must be notified by both the candidate and the Recruitment Team prior to the scheduling of any interview with the candidate. The Recruitment Team must ensure this has been done prior to moving forward.

The Recruitment Team will coordinate all candidate interviews for internal and external applicants.

From time to time you may get ex ASSA ABLOY employees apply for roles. These candidates are to be treated as external candidates. Prior to offering ex-ASSA ABLOY employees any position, reference checks should not only be conducted

with their current employer. The Recruiting team is to contact the VP HR of the division where the employee worked. Even if they don't know the ex-employee

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they should be able to tell you who to contact. As we are all aware, reference letters seldom reflect the truth and need verifying.

Job offer

The Recruitment Team will generate and present the offer to the selected candidate. All offers to candidates will be contingent upon successful completion of screening requirements for the role should they exist. These could include security clearances, drug screens, etc. HR / The Recruitment team can refer to the Global International Assignment policy for guidelines on what to cover off in an offer that requires relocation assistance.

When an internal candidate is selected, the Recruitment team will present the offer directly to the internal candidate. The successful internal candidate may choose to accept or decline offers without repercussions in their current role or their ability to apply for future openings. The successful candidate has an obligation to inform their manager they have received an offer which has been accepted (or declined).

It is the responsibility of the Recruitment Team to notify internal and external candidates of the status of the opening. Qualified (short listed) candidates, who are not awarded the role, will be notified as soon as the position has been filled by the successful candidate and before the formal announcement. Unsuccessful candidates should also be provided with feedback on their interview and advice on how to fill any gaps to enable them to be successful in future applications.

If an internal candidate is presented and accepts an offer, logistics in connection with transitioning from the current role to the new role will be coordinated jointly between the present manager and the new manager with the assistance of HR. The transition to the new role should not take any longer than the notice period in the successful candidate's employment agreement.

Relocation terms and conditions will be according to the guidelines of the recruiting unit. Depending on the situation the recruiting unit may decide to contribute to the move by paying for some costs associated with relocation.