Talent Acquisition and Recruitment Policy Manual

Nexus Intelligent Systems, Inc.

1. PURPOSE AND SCOPE

1 This Talent Acquisition and Recruitment Policy Manual ("Policy") establishes the comprehensive framework for recruiting, selecting, and onboarding talent at Nexus Intelligent Systems, Inc. (the "Company").

2 The Policy applies to all recruitment activities across the organization, including full-time, part-time, contract, and contingent workforce positions within the enterprise AI services and predictive analytics domain.

2. RECRUITMENT PRINCIPLES

1 Talent Acquisition Philosophy

The Company is committed to:

a) Attracting top-tier technical and professional talent

b) Maintaining a diverse and inclusive recruitment process

c) Ensuring fair and equitable candidate evaluation

d) Aligning recruitment strategies with organizational strategic objectives

2 Equal Employment Opportunity

Nexus Intelligent Systems, Inc. is an equal opportunity employer. All recruitment activities shall:

a) Prohibit discrimination based on race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status

b) Provide reasonable accommodations for qualified candidates with disabilities

c) Evaluate candidates solely on merit, qualifications, and potential contribution

3. RECRUITMENT PROCESS

1 Recruitment Channels

The Company shall utilize multiple recruitment channels, including:

a) Internal referral programs

b) Professional networking platforms

c) Technical conferences and industry events

d) Academic partnerships

e) Specialized recruitment agencies

f) Direct candidate sourcing

2 Candidate Screening Methodology

Candidate evaluation shall follow a standardized multi-stage assessment process:

a) Initial resume and qualification screening

b) Technical skills assessment

c) Behavioral and cultural fit interviews

d) Technical competency evaluations

e) Final executive leadership interview

3 Compensation and Offer Strategy

Compensation packages shall be:

a) Competitive within the enterprise AI and technology sector

b) Structured with base salary, equity compensation, and performance-based incentives

c) Aligned with market benchmarks for similar roles and experience levels

4. CANDIDATE ASSESSMENT CRITERIA

1 Technical Competencies

Candidates shall be evaluated on:

a) Advanced technical skills relevant to AI, machine learning, and predictive analytics

b) Programming language proficiency

c) Problem-solving capabilities

d) Innovation potential

e) Adaptability to emerging technologies

2 Soft Skills Assessment

Critical soft skills include:

a) Communication effectiveness

b) Collaborative capabilities

c) Strategic thinking

d) Intellectual curiosity

e) Cross-functional teamwork potential

5. LEGAL COMPLIANCE AND DATA PROTECTION

1 Candidate Data Management

All candidate information shall be:

a) Collected, processed, and stored in compliance with applicable data protection regulations

b) Maintained with strict confidentiality

c) Accessible only to authorized recruitment personnel

d) Retained and disposed of in accordance with legal requirements

2 Background Verification

The Company reserves the right to conduct comprehensive background checks, subject to legal constraints and candidate consent.

6. POLICY GOVERNANCE

1 Policy Administration

The Human Resources department shall be responsible for:

a) Policy implementation

b) Periodic policy review and updates

c) Training recruitment team members

d) Ensuring consistent policy application

2 Policy Amendments

This Policy may be modified by the Chief Human Resources Officer with approval from the Executive Leadership Team.

7. DISCLAIMER

1 This Policy does not constitute a contractual obligation and is subject to change at the Company's discretion.

8. EFFECTIVE DATE

1 This Policy is effective as of January 22, 2024, superseding all prior recruitment policies.

Approved By: Sarah Williamson, Chief Strategy Officer

Date: January 22, 2024