elmos

Elmos Semiconductor SE
ESG Policies

Section:	Social
Chapter:	Employees and working conditions
Policy:	Recruiting
Coverage:	German locations of the Elmos Group
Supported UN SDGs:	

Addressed GRI Standards:	401, 402, 404, 405

Elmos is a high-tech employer with attractive jobs and a unique corporate culture. We pay fair wages and salaries and offer a generous social benefits package as well as individual education and career opportunities. We also believe in a good work-life balance.

In our role as an innovative semiconductor industry player, we know that recruiting highly qualified employees is crucial. That is why we invest additional resources in bringing new employees on board. Topics such as recruitment and application management are defined in internal guidelines and standard operating procedures (SOPs), which form part of our IATF 16949-certified quality management system. The following paragraphs provides a brief overview of the processes involved.

Personnel needs: Determining our need for personnel covers all activities involved in ensuring that the company has the workers it needs, driven by demand and with an eye to quantity, quality, timing, and location. Our personnel needs are based on annual headcount requirement planning. If we determine that we do need staff, the unit in question is tasked with initiating the recruitment process and submitting a personnel request.

Personnel request: The personnel request submitted by the specific department includes the requirements profile for the requested position, including a description of the tasks as well as the required qualifications, information on the organizational unit and cost center, and the date when the position is to be filled. The approval process always involves multiple people, including the unit head, HR management, and the Management Board.

Recruitment channels: Elmos utilizes both internal and external recruitment channels. Internal channels include posting internal job ads, using the internal talent pool, and hiring apprentices and trainees after the completion of their training programs. External recruitment channels include external job postings (including the company's own career page, the government Employment Agency and selected jobs portals, the Elmos LinkedIn portal, targeted ads in local media and on the radio), involvement of staffing consultants, and participation in recruiting fairs. Elmos particularly focuses on cooperation and partnerships with German and international universities and colleges to position Elmos as an attractive employer brand on the labor market for next-generation talent.

Staff selection: After reviewing the applications received, the personnel development team forwards information on suitable candidates to the hiring department, which sorts the applications within 48 hours. Selected candidates are then invited to a job interview. Written communication with the applicant (including confirmations of receipt, interim decisions, invitations, and rejection notices) are handled exclusively via the personnel department. All of these activities are conducted in line with legal requirements such as those set out in the general data protection regulation (GDPR, DE: Datenschutzgrundverordnung, DSGVO).[1] Should

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[1] Protecting personal data is highly important to Elmos at every stage of the application process.

both sides still be interested after this stage, a second interview is held. Particular attention is paid to equal opportunity and anti-discrimination throughout the selection process.

Hiring: Once a suitable employee is found, the works council is notified. The HR department prepares an employment contract after the works council grants its approval. Once the contract has been signed by both sides, preparatory steps are taken to welcome the new employee.

ESG policies	Diversity and equal opportunities
	Fair and equal pay
	Employee training
	Apprenticeship
	Work-life balance and reconciliation of work and family life
	Health promotion of our employees
	Employee communication and feedback process