

**SELECTION**  
**GUIDELINES**



**GRUPO ARGOS**

Investments that transform

## **SELECTION GUIDELINES**

At Grupo Empresarial Argos we promote that our selection processes are carried out in an efficient, transparent, timely, and quality manner, in alignment with the culture of each of the Group's companies, and guided by the fundamental principle of equal opportunities for all.

### **GENERAL CONDITIONS OF THE PROCESS**

Our selection process consists of the following stages::

#### **1.1. PLANNING**

Each company budget the vacancies according to their strategy.

#### **1.2. VACANCY APPROVAL**

We ensure adequate control of personnel needs by available budgets and business plans, so we establish approval scopes according to the characteristics of the position.

#### **1.3. ASSESSMENT OF THE ROLE OR POSITION PROFILE**

Before activating the selection process of any position, the HR team of the company must validate the role of the job with the leader.

#### **1.4. CONSANGUINITY OR AFFINITY**

The company can hire family members. It must ensure that there are no conflicts of interest.

#### **1.5. RETURNS**

The company can accept or not cases of returns of former employees.

#### **1.6. ANNOUNCEMENT**

Grupo Empresarial Argos guarantees the publication and action free from bias both in its internal and external calls according to our diversity and inclusion policy; likewise, equal conditions for all participants in the process and decision-making based on the adjustment to the technical and human competencies required for each role, guaranteeing the best adjustment to the required profile. Those responsible for recruiting may attend to include practices such as resumes blind, interviews with proper treatment of personal information, candidates of different genders, and training to mitigate unconscious biases.

## **1.7. GENERAL VALIDATIONS**

- Assessment of skills
- English level
- Security validations
- Occupational medical concept

## **1.8. PROCESS APPROVAL NOTIFICATION**

All final candidates selected to receive a formal job offer based on internal equity and external competitiveness principles for their acceptance or rejection.

## **1.9. APPRECIATION FOR PARTICIPATION IN THE PROCESS**

When our recruiters complete a stage of the selection process, they must notify the candidates who do not continue and give feedback through a thank you letter sent by email.

## **2.0. DIVERSITY AND INCLUSION**

The company respects, promotes, and values diversity, inclusion, and the principles of equal opportunities at work. It strives for fair, equitable treatment and transparency to all its collaborators, recognizing that diversity allows learning from differences, generating sources of competitive advantage according to our Diversity and inclusion policy.

### **2.1. MINIMUM AGE FOR EMPLOYMENT**

The minimum age approved for hiring collaborators within the Group Argos and its subsidiaries is 18 years old. Suppose the country's current legislation determines a period greater than 18 years old as the minimum age for employment or development of risk activities. In that case, the contracting conditions will be governed by established legislation.

### **2.2. PERSONAL DATA PROTECTION**

The recruiter will guarantee the rights related to the protection of the personal data of the applicants according to the legal regulations of each country where they carry out the selection process and during all phases of it.