



## Recruitment and selection process

At WeDo it's essential to ensure equal access and treatment in all our recruitment processes and procedures, as well as in the promotion and training of staff.

WeDo combines both the use of external services and the implementation of internal procedures, and for both it is mandatory due consideration to the gender perspective from beginning to end. We also analyze the process with the aim of identifying and correcting possible inequalities as we go.

Our aim is to guarantee hiring best equipped employees, with the right skills for the position, without any gender bias.

### Procedures

In the external procedure, we actively participate in the exhaustive definition of the functions of the position and the personnel requirements, and we demand the inclusion of an equality clause that is published together with the job offer.

On the other hand, the internal process has a series of phases and protocols, in which various levels of the company are involved:

**2.1. Definition of the profile:** We collect all the requirements of the position and give quantitative and measurable values to each one selection criteria based on merit, experience and potential.

**2.2. Publication of the job offer:** To favor the diversification of the candidates we use different platforms for the communication of the job offer, always including the "equality clause", which explains our objective of not discrimination based on gender, sexual orientation, race, religion, etc. and using gender-neutral, inclusive job descriptions

**2.3. Initial evaluation:** An initial scoring is generated for each CV received, based on the objective values defined, obtaining an anonymized ranking of the profiles.

**2.4. Final evaluation:** The management and/or department head revise anonymized CVs (without names, personal data, or picture), cover letters and portfolios when available, alongside the scoring of the numerical assessment to then prioritize candidates who will be interviewed.

**2.5. Interviews:** A maximum of two interviews per candidate are carried out. The interviews seek to know more about both the personality of the candidates and their professional skills, for which practical cases or exercises are usually presented to be solved by the candidate.

**2.6. Communication of the results:** After the interview phase, the final candidate is selected. And the final decision is communicated to the rest of the candidates.

**2.7. Repetition:** If after the interview phase, no suitable profile has been found, the process is evaluated in search of possible errors in the definition of the position, assigned scores and other evaluation criteria, to correct the errors before restarting the process.