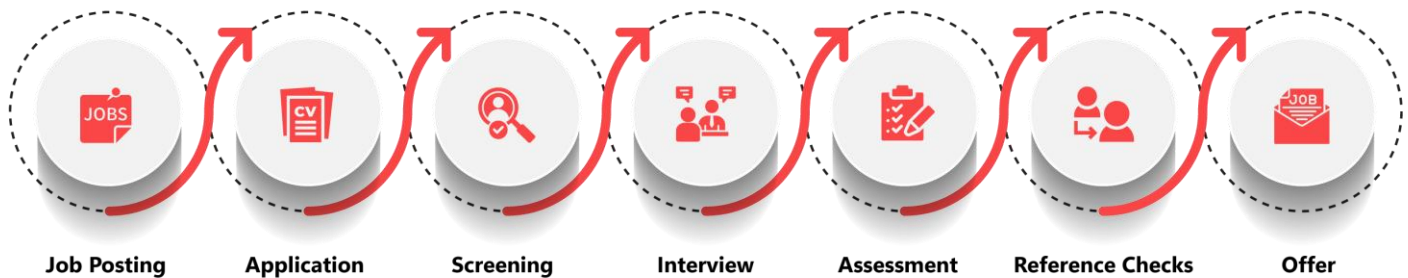


Recruitment and Hiring Policy

Acuti Labs is committed to attracting and retaining top talent by conducting a fair and transparent recruitment process. Our goal is to hire individuals who possess the skills, qualifications, and values that align with our company’s mission and culture.

Recruitment Process:



- **Job Posting:** Vacancies are advertised through various channels, including the company website, job boards, social media, and professional networks.
- **Application:** Candidates are required to submit a resume and cover letter through the designated application process. Internal candidates are encouraged to apply for open positions.
- **Screening:** The HR department screens applications to identify candidates who meet the minimum qualifications and criteria for the position.
- **Interview:** Selected candidates are invited for interviews, which may include multiple rounds with HR, hiring managers, and other relevant stakeholders.
- **Assessment:** Candidates may be required to complete assessments or provide work samples relevant to the position.
- **Reference Checks:** Reference checks are conducted to verify the candidate’s employment history, qualifications, and performance.
- **Offer:** Successful candidates receive a formal job offer, including details of the position, compensation, and benefits.

Equal Opportunity in Hiring:

Acuiti Labs ensures that all stages of the recruitment process are conducted fairly and without bias. We adhere to equal employment opportunity principles and seek to build a diverse and inclusive workforce.

Probationary Period

New employees at Acuiti Labs are typically subject to a probationary period, but this may depend on location. Your contract of employment or US offer letter, if applicable, will confirm whether there is a probationary period applicable to you. If you are in the US, no probationary period will be applicable to you unless specified otherwise in the Offer Letter.

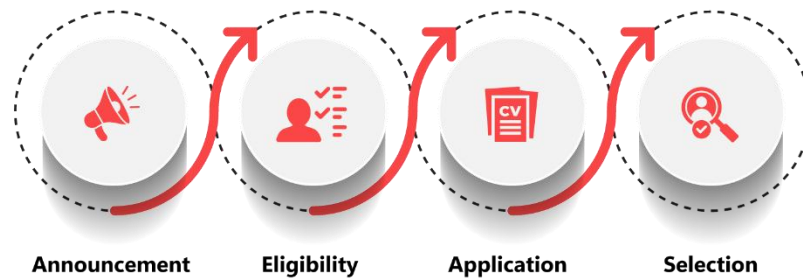
During the probationary period, if applicable, both the employee and Acuiti Labs have the opportunity to assess the suitability of the employment arrangement.

- **Duration:** The standard probationary period is six months, but this may vary based on the position and location and will be confirmed in your contract or Offer Letter (in the US). During this period, you will receive performance feedback.
- **Evaluation:** During the probationary period, employees will receive feedback and performance evaluations from their supervisors. This helps identify areas of strength and areas needing improvement.
- **Completion:** At the end of the probationary period, a formal review will be conducted. Successful completion of the probationary period will result in confirmation of employment.
- **Extension:** If necessary, the probationary period may be extended to allow additional time for evaluation. Employees will be informed of the reasons for the extension and the duration.
- **Notice During Probation:** Either party may terminate the employment during probation with the notice period outlined in your contract.
- **Termination:** If an employee's performance is deemed unsatisfactory during the probation period, the company reserves the right to terminate employment with appropriate notice.

Internal Job Postings

Acuiti Labs encourages internal mobility and career development by promoting open positions within the company to current employees.

Internal Job Posting Process:



- **Announcement:** Job openings are posted on the group’s internal job board or intranet, providing details about the position, qualifications, and application process.
- **Eligibility:** All current employees who meet the minimum qualifications and criteria for the position are eligible to apply.
- **Application:** Interested employees should submit an application, including an updated resume and cover letter, through the designated internal process.
- **Selection:** Internal candidates are evaluated based on their qualifications, performance, and potential for the new role. The selection process may include interviews and assessments.

Benefits of Internal Mobility:

- **Career Growth:** Provides opportunities for employees to advance their careers within the company.
- **Talent Retention:** Encourages retention of valuable employees by offering new challenges and roles.
- **Knowledge Transfer:** Promotes the transfer of knowledge and skills across different departments and functions.

Employee Referral Program

Acuiti Labs values the recommendations of its employees in identifying potential candidates for open positions. The Employee Referral Program rewards employees for referring qualified candidates who are successfully hired and pass any applicable probationary period.

Referral Process:

- **Submission:** Employees can submit referrals by submitting their resumes directly to the HR team through HMRS Helpdesk with the candidate's resume, contact information and a brief description of how the employee knows the candidate.
- **Eligibility:** This program excludes Senior Manager and above and only covers referral for permanent positions. The referred candidate must be new to Acuiti Labs and should not have been employed by the company before. They should meet the minimum qualifications for the position and successfully complete the hiring process. Employees should personally know the referred candidate either through their professional network or as an acquaintance. Any referral is only valid for six months.
- **Incentive:** Subject to the terms of the scheme, employees who refer a candidate that is hired and successfully completes the probationary period will be eligible for a referral bonus. Both the referred candidate and the referring employee must not be serving a notice period or be under a Performance Improvement Plan (PIP) at the time of referral bonus disbursement.
- **Recognition:** In addition to the monetary bonus, employees may receive recognition for their contribution to the company's talent acquisition efforts.
- **Evaluation:** The referral candidate will be assessed in accordance with our recruitment process.

Program Guidelines:

- **Timeliness:** Referrals must be submitted before the candidate applies for the position through other channels.
- **Integrity:** Employees are encouraged to refer candidates they believe are a good fit for the role and the company culture. To ensure transparency, the referring employee will not be part of the interview panel for the referred candidate
- **Continued employment:** Employees who make a referral must remain employed by Acuiti Labs at the time a payment under this program is due to be paid.
- **Compliance:** The referral program is subject to the company's policies and procedures. Any form of coercion or unethical behavior related to referrals will not be tolerated.

The bonus scheme:

The table below sets out eligibility in the UK, the US, India and the Netherlands. Other jurisdictions may vary; this will be communicated by your local HR team.

	Candidates level	UK	US	India	Netherlands
Category 1	Senior Associate and Associate Consultant	£500	\$500	₹ 15,000	€500
Category 2	Consultant, Senior Consultant	£1,000	\$1,000	₹ 30,000	€1,000
Category 3	Principal Consultant/ Manager, Senior Manager, Associate Director	£2,000	\$2,000	₹ 60,000	€2,000
Category 4	Director and above positions	£3,000	\$3,000	₹ 70,000	€3,000

The eligible bonus amount will be confirmed by HR. Any bonus payment will be subject to country specific tax laws such as Pay As You Earn (PAYE) tax and National Insurance contributions as per UK tax laws, federal and state tax withholdings as per U.S. tax laws, payroll tax (loonheffing) as per Dutch tax laws and Tax Deducted at Source (TDS) as per Indian tax laws.