

This **Recruitment Policy** aims to establish concrete measures for **Sourcetextile** to conduct its hiring in accordance with the commitments, vision, and values established in its Code of Ethics and Conduct.

Sourcetextile considers that there are two types of Recruitment:

Internal Recruitment:

Internal Recruitment involves using the resources available in the company itself to fill a vacancy through existing employees. This type of Recruitment is the first option to consider, moving only to external Recruitment if there are no employees with interest or with the necessary skills for the vacancy in question.

External Recruitment:

If it is not possible to hire someone by internal recruitment, the human resources area will continue with external recruitment, which can be done by the company or by using the IEFP (Portuguese institute for employment and training).

When external Recruitment is necessary, Sourcetextile is steadfast in its duty to ensure that the recruitment agency's legal obligations are met, and the rights of the recruited workers are safeguarded.

Regardless of the type of recruitment carried out, **the following criteria must be strictly met:**

- **Compliance with legislation**

The recruitment of human resources will be carried out in compliance with applicable legislation.

- **Candidate profile**

Human resources recruitment considers and prioritizes internship experiences in the organization and employees interested in the vacancy, subsequently considering spontaneous applications and applications received following the vacancy. When making decisions, Sourcetextile considers the functions to be performed, always considering formal qualifications, the adequacy of knowledge, the abilities and skills necessary for the internal exercise of functions and responsibilities.

An adjustment must be guaranteed between the candidate's profile, the role's profile and the profile of the team that the candidate will be part of, aiming for positive synergies that enhance the provision of services and products of recognized quality.

- **Non-discrimination and equal opportunities**

Sourcetextile undertakes not to discriminate in recruitment, remuneration, access to training, promotion, termination, or retirement based on ancestry, age (considering that the candidate is the minimum age required by law to work), marital status, family situation, genetic heritage, reduced work capacity, ethnic origin, nationality, religion, disability or chronic illness, sex, sexual orientation, trade union membership or political or ideological beliefs.

- **Elimination of applications from children under 16 years of age**

Sourcetextile does not use or admit the use of child labour, that is, people under 16 years of age. If an application from a minor is received, Sourcetextile must proceed by its Child Redress Policy.

- **Young Workers**

Sourcetextile is deeply committed to the safety of its workforce. Hazardous tasks are exclusively assigned to workers aged 18 and above, who are fully protected and have undergone thorough training to carry out such activities.

- **Prohibition of forced labor**

Sourcetextile strongly objects to all forms of forced, slave, or prison labour. Whether the demand for work is direct, through physical coercion, or indirect, through threats, intimidation, or other forms of compulsion, it is strictly prohibited. The retention of personal documents, wage withholding, or any other means to coerce workers to remain at the company is also strictly forbidden.

- **Employment contract**

Sourcetextile does not allow any precarious work. All work must be based on recognized employment relationships and following the law, with an employment contract being drawn up in a language that the worker understands, and all workers' rights being guaranteed.

- **Confidentiality**

Sourcetextile guarantees confidentiality in the processing of potential candidates' data.

- **Rigor**

Sourcetextile is committed to being rigorous in the application of recruitment processes and procedures and in the evaluation protocols of potential candidates.

- **Feedback**

Sourcetextile is committed to informing interviewed candidates of the company's decision to hire them or not, answering any questions that non-selected candidates may ask following the decision.

The Manager,

