
Policy number:	SL-POL-003.037	Revision number:	N/A
Original effective date:	March 5, 2026	Pages:	5
Revised effective date:	N/A	Reviewed date:	March 5, 2026

SOLENIS POLICY

Talent Acquisition

1.0 Philosophy

Solenis is committed to attracting, selecting, and retaining highly qualified talent whose skills, experience and professional integrity support the company’s operational objectives and long-term strategic goals. Talent Acquisition is a critical business function that enables Solenis to hire the right talent at the right time while supporting workforce planning, employee development and organizational effectiveness.

Solenis’ Talent Acquisition and Talent Management practices are designed to support employee growth and internal mobility, the hiring and onboarding of external talent, and the advancement of a diverse and inclusive workforce. Solenis recognizes that employees and candidates are among its most valued assets and is committed to treating all individuals with professionalism, fairness, respect and transparency throughout the recruitment and selection process.

For many candidates, the recruitment process represents their first formal interaction with Solenis. Accordingly, Talent Acquisition and hiring managers share responsibility for delivering a consistent, high-quality, and professional candidate experience for all individuals, regardless of hiring outcome. All interactions must reflect Solenis’ standards of integrity and respect.

Solenis supports internal career growth and advancement and gives appropriate consideration to qualified internal candidates in alignment with business needs, role requirements and workforce planning objectives, while ensuring hiring decisions support the company’s strategic priorities. Talent Acquisition practices operate in coordination with Solenis workforce planning, succession planning and talent review processes to support both internal development and external hiring needs.

2.0 Equal Employment Opportunity

Solenis is committed to equal employment opportunity and fair hiring practices. All employment decisions are based on job-related qualifications, experience, competencies and business requirements.

Solenis prohibits discrimination or unfair treatment based on legally protected characteristics, including but not limited to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability or genetic information. All candidates are evaluated using consistent, job-related criteria applied equitably throughout the hiring process.

Solenis is committed to providing reasonable accommodations to qualified individuals with disabilities, or other needs, throughout the recruitment and selection process, in accordance with applicable laws. These principles apply at all stages of the recruitment and selection process, including sourcing, screening, interviewing, selection and offer decisions.

3.0 Procedure

Talent Acquisition supports the end-to-end recruitment and selection process and ensures that hiring activities are conducted in compliance with applicable employment laws, internal governance requirements and Solenis hiring standards. As part of the recruitment and selection process, Talent Acquisition ensures that candidates meet the minimum legal working age requirements applicable in the country of employment prior to hire. Recruitment and selection decisions are based on objective, job-related criteria and are made in alignment with business needs.

For the purposes of this policy, a candidate is defined as an individual who has applied for a position through the Solenis internal or external career site and has an active profile in Workday, Solenis' designated applicant tracking system.

Talent Acquisition partners with hiring managers, Human Resources and Finance throughout the recruitment process. Talent Acquisition facilitates and advises on recruitment activities; hiring managers are responsible for defining role requirements and making final hiring decisions; Human Resources provides oversight to ensure alignment with workforce planning, compensation structures, and internal policies; and Finance supports headcount and budget governance, including required approvals within Workday. Hiring managers, Human Resources, and Talent Acquisition team members are expected to complete applicable training related to fair hiring practices and the recruitment process, consistent with their role.

This policy applies globally across all Solenis locations. Where required by local law or regulation, regional or country-specific requirements may apply and will supplement this policy.

4.0 Process

Solenis has established a standardized recruitment process to support consistent, compliant and effective hiring across the organization. This section outlines the global hiring process governed by this policy. Any requirements tied to local laws, regulations, or region- or country-specific practices fall outside the scope of this section. Questions related to such requirements should be directed to the regional senior HR business partner.

Hiring managers initiate recruitment by creating a job requisition in Workday, which routes through the appropriate management, Human Resources and Finance approvals prior to recruitment initiation. Hiring managers are responsible for ensuring funding availability and that all required approvals are in place when a request to hire is initiated. Talent Acquisition reviews approved requisitions and partners with hiring managers to confirm role requirements, recruitment approach, and sourcing strategy. Authorized vacancies are posted internally for a minimum of five (5) business days unless an alternative approach is approved by Human Resources and positions may be posted internally and externally concurrently.

In certain circumstances, positions may be filled through an approved succession plan or approved internal movement without posting the role. Such decisions must align with workforce planning

objectives, role criticality, and business need, and must be reviewed, approved and documented by Human Resources in Workday. These exceptions do not apply automatically and may not be appropriate for all roles or levels. Where a role is not designated as part of an approved succession plan, or where multiple internal candidates may reasonably be qualified, the position is expected to follow the standard posting and selection process outlined in this policy.

All candidates must apply through Workday to be considered for employment. Talent Acquisition conducts initial screening using objective, job-related criteria and shares qualified candidates with hiring managers through Workday. Talent Acquisition coordinates interviews and assessments in partnership with hiring managers, and candidates are evaluated using consistent, job-related criteria to support fair, merit-based hiring decisions. Employment offers are prepared and extended by Talent Acquisition following final selection and receipt of all required approvals, and may be contingent upon completion of applicable pre-employment screenings, including background checks, in accordance with Solenis policies. Candidates not selected for a role are notified through Workday or by Talent Acquisition, as appropriate based on their stage in the process, and upon acceptance of an employment offer, responsibility transitions to the onboarding process.

Candidate information is collected, processed and retained in accordance with applicable data protection and privacy laws and Solenis' data privacy policies, and is handled in a secure and confidential manner throughout the recruitment process.

5.0 Internal applicant process

Solenis recognizes that a significant source of talent exists within its current workforce and supports internal mobility as a means of developing employees, retaining talent and building future organizational capability. Internal movement is encouraged when aligned with business needs, role requirements and workforce planning objectives.

Managers are expected to support employee development and internal movement across roles and functions, and must ensure that employees are able to explore internal opportunities without intimidation, undue influence or negative impact to their current role. Internal interest in open positions should be handled professionally and confidentially, consistent with Solenis' values and leadership expectations.

Internal applicants are required to apply for open positions through Workday and are evaluated using the same objective, job-related criteria applied to external candidates, ensuring a fair, transparent and consistent selection process. Qualified internal candidates are given appropriate consideration; however, internal candidacy does not guarantee selection. All hiring decisions are based on role requirements, demonstrated capability, and business need.

6.0 Recruitment agencies

The use of external recruitment agencies is intended to supplement internal Talent Acquisition efforts for hard-to-fill or specialized roles where internal sourcing capacity or results are not sufficient. While the potential use of an agency may be discussed during the intake process, the decision to engage a recruitment agency may also be made at any point during the recruitment process when internal sourcing efforts have not produced suitable candidates.

Any engagement of an external recruitment agency must align with Solenis' agency engagement guidelines and approval requirements. Only recruitment agencies that are approved and operating under valid agreements with Solenis may be engaged. Talent Acquisition serves as the primary point of contact for all recruitment agencies, and all agency-submitted candidates must be entered into Workday to ensure consistent candidate tracking, data integrity and compliance.

7.0 Hiring relatives

Solenis is committed to hiring the most qualified candidates based on merit and business need. The hiring of relatives is permitted; however, safeguards are in place to prevent conflicts of interest or the appearance of favoritism.

Full-time regular employees may encourage a relative to apply for a position but must not participate, directly or indirectly, in any aspect of the recruitment, selection, promotion or compensation process involving that relative. Employees are required to disclose the relationship at the time of application or through the applicable referral process. Relatives may not be placed in roles that create a direct or indirect reporting relationship or influence over employment decisions involving a family member. Any exceptions require the approval and awareness of the chief human resources officer and/or general counsel.

For the purposes of this policy, relatives include spouses or partners, parents, children, siblings, extended family members and in-laws.

8.0 Employee referrals

Solenis recognizes that employees may identify qualified talent through their professional networks and supports employee referrals as a source of candidates.

Employee referral practices are governed by the Solenis Global Employee Referral Policy and managed in alignment with local guidelines and applicable referral programs. Local site HR provides guidance on referral eligibility, incentives and local requirements.

9.0 Social media and recruitment communications

Solenis operates in a regulated and competitive environment and maintains guidelines governing social media activity related to recruitment.

Employees are encouraged to share and engage with approved job postings in accordance with Solenis's Code of Conduct and applicable policies. Official recruitment postings on external platforms, including LinkedIn, are managed centrally by Human Resources and are subject to required internal approvals.

10.0 Non-compliance

Violations of this policy will be addressed in accordance with Solenis' established disciplinary and misconduct procedures and applicable local laws. Consequences for non-compliance may include corrective action, disciplinary measures, or restriction of system access, as appropriate.

11.0 Monitoring and accountability

Talent Acquisition processes and outcomes are monitored through established systems and governance mechanisms to support consistency, compliance and continuous improvement. Oversight is shared between Talent Acquisition, Human Resources and business leadership to ensure alignment with this policy and applicable requirements. This policy operates in alignment with other Solenis hiring-related policies and programs, including those addressing diverse candidate slates, fair hiring practices and hiring manager capability development.

12.0 Scope

This policy applies to all employee hiring conducted by Solenis globally, including full-time and part-time roles. It governs recruitment activities performed by Talent Acquisition, hiring managers, Human Resources and any employee involved in the selection process.

All recruitment and hiring activity must be conducted within Workday, Solenis' designated applicant tracking and human capital management system. Workday serves as the official system of record for job requisitions, candidate applications, approvals, documentation and offer generation.

Where local laws or regulations impose additional requirements, those requirements will be followed in conjunction with this policy.

13.0 Owner

Director, Global Talent Acquisition

14.0 Exceptions

There are no exceptions to this policy.