

## RECRUITMENT POLICY

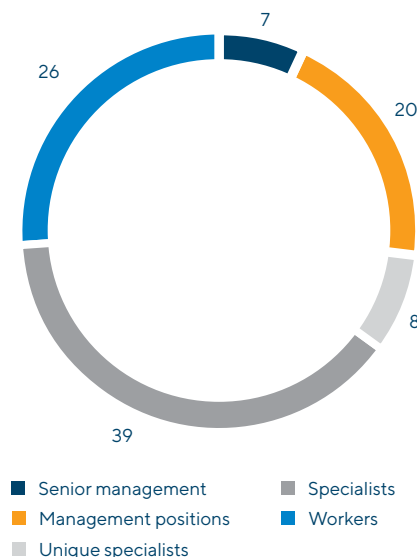
The main task of recruitment is the timely and proper staffing of the Company's departments. PJSC TransContainer carefully approaches the selection of candidates using various methods to assess their competence: tests of professional knowledge, tests of skills and potential, motivation questionnaires, interviews with experts. The system of search, recruitment and selection of candidates for work at TransContainer is controlled by local regulations.

When recruiting staff, the Company uses an official website, a corporate portal, specialised recruitment websites in the internet, media, social networks, recruitment agencies.

The heads of divisions take an active part in the professional assessment of candidates and HR decisions making. At HR selection, preference is given to internal candidates, employees included in the talent pool. Thus, the Company expands the career opportunities for the employees.

In 2020, the process of recruitment and hiring was automated, which allowed to switch to electronic paperwork and reduce the terms of the agreement by 1.5 times.

**Breakdown of vacancies closed in 2020 by category (%):**



### **Closed vacancies including internal re-appointments in 2020:**

- in the executive office – 150 vacancies;
- in the branches – 210 vacancies.

A total of 360 vacancies were closed by the Company, 60% of them were closed by external candidates and 40% - by internal ones.

## STAFF ONBOARDING

Staff onboarding is one of the components of the candidate selection and hiring process. The success of the probationary period and comfortable adaptation of an employee at new position are the proofs of correct recruitment procedure.

In 2020, the index "quality of staff recruitment and adaptation" was 98%. The index determines the ratio of hired employees and those who successfully passed adaptation process and probationary period being hired

in the reporting period, i. e. 98% of employees successfully completed adaptation in 2020.

In 2020, a new service was launched on the intranet portal: "Guide to the Company" for new employees, where all useful information, which can be required in the first months of work, was collected. The guide helps new employees to immerse themselves in the culture and atmosphere of PJSC TransContainer from the first day and join the team as quickly as possible.