KG Constructions Group

Beržų st. 14, Jadvygiškės,
LT-14258, Lithuania

Ph.: +370 690 00 023

info@kgcgroup.com
www.kgcgroup.com

Approved by:
CEO of the company Linas Karzinauskas
Dated 09-01-2026

KG CONSTRUCTIONS GROUP, UAB EMPLOYEE RECRUITMENT AND SELECTION POLICY

I. Policy brief and purpose

1.1. KG Constructions Group (hereinafter – **the Company**[1]) employee recruitment and selection policy (hereinafter – Policy) describes our process for attracting and selecting job candidates. The purpose of this Policy is to set the general principles of selection and hiring process at the Company for authorized persons (hereinafter – the Hiring person[2]) which shall be used to create an effective hiring process. The goal for the Hiring person is to select and hire well-qualified employees. The main general activities of the Group are aluminium and timber unitized curtain walling design and engineering, production, delivery and installation for residential, commercial and public buildings.

1.2. KG Constructions Group, UAB operates from Lithuania and is a holding company of the following companies: 1) KG Energija, UAB, 2) KG Transportas, UAB; 3) KG Constructions, UAB; 4) Lignas, UAB; 5) KG Service, UAB; 6) KGC Sweden AB; 7) KGC Denmark, ApS; 8) KGC Facades UK Ltd; 9) KGC Switzerland AG; 10) KGC Norway AS; 11) Lignas Sweden AB (hereinafter – the **Group**).

1.3. The Group operates in Lithuania, Latvia, Finland, Sweden, Denmark, Norway, the United Kingdom and Switzerland. One-off projects are also being launched in other European countries (Poland, Portugal, etc.).

1.4. The Company is committed to operating in accordance with its equal opportunity policy at every selection stage. The Hiring person shall aim for a well-planned and discrimination-free hiring process. The Company shall take actions to ensure that applicants, candidates and employees are not discriminated against or treated less favorably on any of the following grounds:

1.4.1. Age;
1.4.2. Pregnancy or maternity;
1.4.3. Disability;
1.4.4. Ethnicity, race, colour, or nationality;
1.4.5. Gender or gender reassignment;
1.4.6. Marital status;

[1] The Company means any company of the KG Constructions Group
[2] The Hiring person is the person authorized in any Group company who is responsible for recruitment and selection of employees. It might be the HR manager, the line manager or any other person at the Company who is responsible for the recruitment and selection procedure at any of the Group companies.

Beržų st. 14, Jadvygiškės,
LT-14258, Lithuania

Ph.: +370 690 00 023

info@kgcgroup.com
www.kgcgroup.com

1.4.7. Religion or belief;
1.4.8. Sex;
1.4.9. Sexual orientation;
1.4.10. Trade Union/Work Council activities, etc.

1.5. Overall aims of the Policy are to provide equality of opportunity to all job applicants and candidates and to recruit on merit. All employees shall be able to make a positive contribution to the delivery of the Policy's objectives and actively support the values of the Company. The Policy does not form part of any employee's contract of employment and we may amend it at any time.

1.6. The objectives of the Policy are to:

1.6.1. Ensure that recruitment and selection is fair and transparent;
1.6.2. Ensure that recruitment and selection is efficient and effective;
1.6.3. Ensure that the Hiring person is appropriately trained to complete recruitment and selection fairly and consistently;
1.6.4. Recruit employees with the right experience, knowledge and competencies on the appropriate contract to help deliver objectives;
1.6.5. Ensure that recruitment is an integral part of the Company's operations;
1.6.6. Encourage and help ensure best practice through the provision of a standard and systematic process for recruitment and selection;
1.6.7. Ensure that equality of opportunity is considered as an integral part of recruitment and selection to avoid any form of discrimination;
1.6.8. Ensure that recruitment and selection is seen as a key public relations exercise by all of those involved;

II. Scope

1.3. This Policy applies to all employees who are involved in hiring for the Group. It refers to all potential job candidates.

1.4. The Hiring person shall receive appropriate trainings (if necessary) to ensure that they are competent to fulfil their responsibilities when recruiting and selecting.

III. Recruitment process

1.5. There is a recommended recruitment process which explains the responsibilities of the Hiring person during the following procedural stages:

- Raising a vacancy;
- Placing advertisements;
- Applicant process;
- Offer process.

1.6. **Raising vacancy**

1.6.1. The recruitment and selection process can start when the Hiring person becomes aware of an any vacancies which have to be filled;

Beržų st. 14, Jadvygiškės,
LT-14258, Lithuania

Ph.: +370 690 00 023

info@kgcgroup.com
www.kgcgroup.com

1.6.2. Then the Hiring person has to obtain the written approval (e. g. via email) to fill the vacancy from respective CEO or other authorized person by the CEO.

1.6.3. Before authorization is given to fill the vacancy, the authorizing employee shall:
1.6.3.1. Be sure that there is a genuine need to fill the vacancy;
1.6.3.2. Have considered different options to maintain the level of service;
1.6.3.3. Ensure that there is sufficient budget for the job;
1.6.3.4. If appropriate, ensure that the contract length is appropriate for the needs of the service;
1.6.3.5. Be sure that job description is up-to-date;
1.6.3.6. Ensure that the grade for the post has been evaluated and the other terms and conditions are appropriate.

1.6.4. For search of new employees, the Hiring person uses all the below mentioned sources:
1.6.4.1. For top managers, middle level managers, specialists, workers: (i) candidates inside the Company; (ii) job ads; (iii) job ads in social media; (iv) HR agency; (v) ads in media; (vi) employment agency;
1.6.4.2. Job ads shall also be placed at the Company's website in the "Carrier" section.
1.6.5. If the Hiring person needs to fill the job quickly to maintain service delivery then using an Employment Agency may be considered. The Hiring person shall contact the Employment Agency to discuss the need for Agency employees. An Agency Worker is not employed in the Company. The Company is considered as the End User. Agency Workers have specific rights under the legal acts, including rights to the same pay and other "basic working conditions" as equivalent permanent staff after a 12-week qualifying period and to access to collective facilities and to information about employment vacancies from day 1 of their assignment.

1.7. Placing advertisements

1.7.1. Before the job is advertised the Hiring person has to ensure that there is an up-to-date job description. The main sections of the job descriptions are:

- *Job summary* (this includes a brief description of the job's main purpose);
- *Specific requirements* (this includes the knowledge that the employee is required to have);
- *Main duties and responsibilities* (this includes general responsibilities which the employee is required to fulfill, it does not include specific job functions);
- *Specific duties* (these are the core duties and responsibilities which are unique to the job);

1.7.2. Using the job description, the job advertisement shall be written to ensure that it:

- Attracts suitable applicants;
- Promotes the Company as an attractive place of work;
- Promotes interest in the job or assists individuals to decide whether they would be suitable candidates;
- Reaches appropriate applicants in a cost-effective way;
- Does not breach employment legislation;
- Provides a point of contact to obtain additional information, etc.

Beržų st. 14, Jadvygiškės,
LI-14258, Lithuania

Ph.: +370 690 00 023

info@kgcgroup.com
www.kgcgroup.com

1.7.3. Content of the job advertisement:

1.7.3.1. The job title;
1.7.3.2. The salary range;
1.7.3.3. Whether the job is part-time or for the indefinite period of time;
1.7.3.4. The length of employment contract (if applicable);
1.7.3.5. A job outline (according to job description);
1.7.3.6. Additional benefits (e. g. development opportunities, flexible working, remote work (if possible), bonuses, means provided, health insurance, etc.);
1.7.3.7. The procedure of application (that resume and cover letter (if applicable) shall be submitted);
1.7.3.8. A contact name;
1.7.3.9. The closing date;
1.7.3.10. Confidentiality clause;
1.7.3.11. Data protection clause.

1.7.4. All vacancies are normally advertised internally and externally.

1.7.5. The candidate can also be recommended by the employee. In this case, the candidate should still be required to apply for the vacancy in accordance with the stated application process.

1.8. **Application process**

1.8.1. Completed application forms are received hr@kgcgroup.com until the end of the application period placed in a job advertisement.

1.8.2. In some cases, an applicant might request that they provide their application forms after the closing date. This should not normally be allowed. However, exceptional circumstances might apply where a late application is allowed.

1.8.3. All applications shall be treated confidentially and made available only to those involved in the selection process. At all times the application forms must be securely stored and distributed according to data protection regulations.

1.8.4. All applications shall be reviewed individually. The Hiring person shall assess whether there is sufficient information on the application form to demonstrate that the applicant meets the essential criteria for the position. The selected candidates shall be listed and invited to the interview. If an unduly high number of applicants meet the essential criteria, then desirable criteria can be used to reduce the number. The essential criteria for the position might be drafted and approved separately by any Group company according to their needs.

1.8.5. The Hiring person shall provide the list of shortlisted candidates to appointed managers (if necessary).

1.8.6. The Hiring person is responsible for sending emails to the candidates selected for interview and to unsuccessful applicants. The Hiring person shall send out the candidates list to the appointed direct manager at least X days before the interview.

Beržų st. 14, Jadvygiškės,
LT-14258, Lithuania

Ph.: +370 690 00 023

info@kgcgroup.com
www.kgcgroup.com

1.8.7. Preparing for the interview. First stage of the interviews is managed online. When candidates for middle level roles are being interviewed, the member of the Hiring person attends the meeting and CEO (if necessary). When any other candidates are being interviewed, the department manager, direct manager and other interested party attend the meeting.

1.8.8. After first stage, the Hiring person can also provide tasks to solve for selected candidates if necessary. At the last stage of interviews, the selected candidates are invited to an in person interview (or online) when candidates will be provided with more details of the structure of the Company, main activities, job duties, etc. The location of the in-person interviews shall be suitable for purpose, confidential and accessible for candidates and interviewers. The in - person interview shall be designed to obtain information about the candidate relevant to the requirements of the job description. Questions should not be asked about family and personal circumstances, which could be interpreted as being discriminatory. Candidates should not be subject to more rigorous questioning because, for example, of their gender, ethnicity, age, sexual orientation, disability or any other protected characteristic. Job applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with the approval of the HR Manager.

1.8.9. The interview shall be structured to avoid irrelevant discussion and wasting time. A well-conducted interview will help create a good impression of the Company as an employer.

1.8.10. The Hiring person and the appointed managers shall consider the questions answered, evaluate the candidate's job experience, qualifications (if appropriate), additional skills, etc. and come up with measured and weighted decision.

1.9. Offer process

1.9.1. The Hiring person shall inform the unsuccessful candidates by email/phone as soon as possible after the interviews. The Hiring person shall also inform successful candidates to make a verbal offer of the employment. This shall take place after assessments have been completed and the decision on hiring have been made.

1.9.2. When making the verbal offer the following shall be confirmed to the candidate: (i) the salary which is being offered; (ii) that the offer is being made subject to certain conditions being satisfied (which should be listed, and will include satisfactory completion of the pre-employment checks detailed at 19.4 below); (iii) that general conditions of employment contract (draft of the employment contract) will be sent by email; (iv) ask if the candidate accepts the offer and provide a deadline for acceptance. If the offer is denied, the HR manager contact the second selected candidate (if any).

1.9.3. After an offer has been made, the Hiring person shall complete pre-employment checks for selected candidates. Pre-employment check shall include evidence on right to live and work in the country (if necessary) and necessary qualification documents (if applicable).

Beržų st. 14, Jadvygiškės,
LT-14258, Lithuania

Ph.: +370 690 00 023

info@kgcgroup.com
www.kgcgroup.com

1.9.4. After offer is accepted, the Hiring person has to email candidate the draft of the employment contract which is also considered as general conditions of employment, to sign. Parties may sign employment contract by authorized electronic signatures or by hand. If employment contract is signed by hand, the Hiring person and the candidate agrees on time to meet and sign the contract. The Hiring person and the candidate shall also agree on the start date. Hiring person shall also inform the candidate that the employment contract becomes valid on the start date.

1.9.5. The candidate shall also give the consent on resume storage at the Company, non-disclosure agreement, other documents, related with data protection.

1.9.6. The Hiring person is also responsible for taking out the job advertisement.

1.10. **Start date**

1.10.1. On the employee's first day, the Hiring person has an obligation to provide the employee with a Company's structure, introduce employees to co-workers and show them all premises which are mandatory for employee to know and to use.

1.10.2. The Hiring person is also responsible for introducing to the employee all Company policies. The Hiring person is obliged to provide employees with all policies, job description and all other related documents/orders and agreements which are necessary including but not limited health and safety requirements.

1.10.3. Employees must acknowledge all Company policies in writing (hand writing, email, intranet, etc.). The Hiring person has an obligation to ensure that Company has all information which proves the fact of the acknowledgment with the policies/order/information and date of it.

1.10.4. The new employee shall be booked on relevant training courses (if applicable). In any case, the employee cannot start performing work functions unless he/she is trained on how to perform it.

1.10.5 No longer than three months probationary period is applicable to all employees. In any case, the Hiring person shall inform employee if employee passes the trial period.

IV. Final provisions

1.11. This policy and procedure can be reviewed at any time and changed. If the changes are made, employees to whom this policy is applicable, shall be provided with an updated copy. Any Group companies can also draft additional supplementing policies.