



HIRING POLICY

Schultz Shipping is committed to fair and transparent hiring practices and to employ qualified, high performing candidates who reflect our communities and the core values of Schultz Shipping. **This policy applies to all internal and external hiring.** The hiring policy of Schultz Shipping reflects the safety requirements which are based on the valuation of risks. The procedures include the following:

- To make sure that new or current employees are suitable for positions which demand a high level of trust
- To obtain and review references related to the employment
- To identify the critical positions that demand a high level of trust and to make a necessary audit regarding served and unserved sentences.
- To keep the employer notified regarding ongoing and completed trials, police restraints or similar as long as deemed relevant for the job
- To keep the employer notified about the circumstances of dismissal, which include: cancellation of access to computers and return of keys and access-cards
- To gather information from employees about any former employment

In order to make sure that the above rules are respected, they have to be properly documented with initials and date on a list checks carried out.