



GLOBAL HUMAN RESOURCES GUIDING PRINCIPLES

PRINCIPLE 1

Human Resources partners with operations and business line managers in the process of acquiring, developing and rewarding talent to drive our business to a new height.

PRINCIPLE 2

Human Resources management is directly involved at an early stage in talent acquisition, attraction, retention and development of employees. The Human Resources function is directly accountable for providing best practices in the Human Capital field.

PRINCIPLE 3

Human Resources is a key contributor to positioning SGS as an employer of choice.

PRINCIPLE 4

Human Resources ensures compliance with labour law in the country where we operate.

PRINCIPLE 5

The SGS Code of integrity and employment policy are embedded in all Human Resources processes.

PRINCIPLE 6

The Human Resources function and Human Resources programs, policies, processes and metrics are applied in a consistent manner across the organisation.

PRINCIPLE 7

Human Resources liaises professionally with all internal and external stakeholders, and upholds the SGS Group reputation. When applicable Human Resources represents SGS while liaising with Labour Representatives with the company and its employees as its main interest.

PRINCIPLE 8

Human Resources maintains confidentiality and trust, and ensures employees' data is securely held.

HR PRINCIPLES



WHEN YOU NEED TO BE SURE

SGS



TALENT ACQUISITION GUIDING PRINCIPLES

PRINCIPLE 1

Human Resources is responsible for the process of recruitment, while hiring managers are ultimately accountable for the final choice of candidate.

PRINCIPLE 2

SGS recruitment process is transparent and the selection of candidates is both rigorous and evidence-based.

PRINCIPLE 3

All applicants are treated with respect and in alignment with the employment policy. They are given sufficient information to decide upon their suitability for the role.

PRINCIPLE 4

Eligible internal candidates are preferred over external candidates.

PRINCIPLE 5

Short-listing of candidates cannot be finalized before internal candidates have had sufficient time to apply.

PRINCIPLE 6

Internal candidates are in principle not eligible to apply to job postings before completion of 12 months in their current job.

PRINCIPLE 7

Existence of a preferred candidate is disclosed to internal relevant stakeholders.

PRINCIPLE 8

Internal applicants must inform their supervisor prior to any internal application.

PRINCIPLE 9

Candidates' references and background are checked and documented before an offer is made.



REWARD GUIDING PRINCIPLES

PRINCIPLE 1

Our approach to reward, total cash, benefits and intangibles which employees receive from their work with the company, is based on global principles and guidelines.

PRINCIPLE 2

The value of our total compensation, both cash and benefits, is appropriate, understood and recognized by all employees.

PRINCIPLE 3

We strive to maintain a transparent connection between the performance of individuals, teams and of the business, and total compensation.

PRINCIPLE 4

Good information, which is well-founded and consistent, is at the heart of informed decision-making on all reward matters.

PRINCIPLE 5

Key elements of compensation are aligned with internal and external benchmarks, using data which are reliable and valid.

PRINCIPLE 6

All reward considerations are consistent with SGS's Code of Integrity and our Sustainability principles.



LEARNING AND DEVELOPMENT GUIDING PRINCIPLES

PRINCIPLE 1

Learning and development activities are aligned with organizational, business and individual needs.

PRINCIPLE 2

Performance improvement is the driving force behind all learning and development initiatives.

PRINCIPLE 3

SGS core values and behaviours are embedded in people development at all levels.

PRINCIPLE 4

Learning actions and outcomes are monitored and evaluated for business impact.

PRINCIPLE 5

Learning and development occurs through the blending of on the job learning, learning through others and structured programs.

PRINCIPLE 6

Learning is a two-way commitment between the organization and each learner.

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HUMAN RESOURCES INFORMATION SYSTEM (HRIS) GUIDING PRINCIPLES

PRINCIPLE 1

The Global HRIS provides updated workforce data to support the business effectively for people related decisions, analytics and reporting.

PRINCIPLE 2

All countries in the SGS Group use the Global HRIS as the master system to support the global HR processes.

PRINCIPLE 3

The Global HRIS and its implementation ensure compliance with data privacy regulations.

PRINCIPLE 4

Country HR teams own the information in the Global HRIS and are responsible for its update and reliability.

PRINCIPLE 5

The Global HRIS provides a sustainable interfacing platform that allows information to flow among systems.

HR PRINCIPLES

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