



# White Raven IT – Recruitment Policy

## Introduction

White Raven IT is committed to ensuring a fair, transparent, and inclusive recruitment process that attracts the best talent in the IT advisory sector, particularly those with expertise in financial institutions. Our goal is to hire skilled professionals who will contribute to the company's growth, align with our values, and help meet the needs of our clients, while adhering to the legal and ethical standards applicable in Belgium and the EU.

## 1. Recruitment Principles

Our recruitment process is based on the following key principles:

- **Equality and Diversity:** We are an equal opportunity employer. We encourage applications from all qualified candidates regardless of race, gender, age, religion, disability, sexual orientation, or nationality. We strive to create an inclusive working environment.
- **Transparency:** The recruitment process will be clear and transparent to all candidates, with defined steps, criteria, and timelines communicated from the outset.
- **Merit-based Selection:** Recruitment decisions will be based on merit, with candidates evaluated based on their skills, qualifications, experience, and suitability for the role, in line with the company's operational needs.
- **Compliance with Legal Standards:** All recruitment practices will comply with Belgian and EU employment laws, including data protection regulations (GDPR), anti-discrimination laws, and labor rights.

## 2. Recruitment Process

### Step 1: Identifying Recruitment Needs

- Recruitment will only commence when there is a confirmed vacancy due to expansion, turnover, or a specific project requirement.
- All recruitment decisions must align with the company's long-term strategy, financial capacity, and compliance requirements.

### Step 2: Job Description and Advertisement

- A clear and detailed job description will be developed for each vacancy, outlining key responsibilities, required qualifications, experience, and personal attributes.
- Job advertisements will be posted on appropriate channels, including company websites, professional networks, recruitment platforms, and social media.



- Advertisements will highlight White Raven IT's commitment to equality and diversity.

### **Step 3: Application Process**

- Applicants will be required to submit a resume/CV and cover letter through the designated online application system or via email.
- The application will outline specific criteria that align with the job description, including required qualifications and experience in IT, financial technology, regulatory compliance, or related fields.
- Candidates will receive acknowledgment of their application within 7 business days.

### **Step 4: Screening and Shortlisting**

- The HR team will review applications based on predefined criteria, ensuring that shortlisted candidates meet the qualifications and experience necessary for the role.
- Shortlisting will also consider cultural fit, motivation, and long-term career goals.

### **Step 5: Interview and Assessment**

- Shortlisted candidates will be invited for an initial interview (remote or in-person) with HR and the hiring manager.
- Interviews will assess candidates' technical skills, industry experience, regulatory knowledge (e.g., DORA, NIS2, GDPR), and alignment with the company's values and sustainability goals.
- Additional assessments (technical tests, case studies, or problem-solving exercises) may be used to evaluate the candidate's abilities further.

### **Step 6: Reference Checks**

- References will be requested from at least two previous employers, focusing on the candidate's work ethic, reliability, and professional skills.
- For technical roles, an evaluation of past projects and contributions to previous organizations will be considered.

### **Step 7: Offer and Negotiation**

- Successful candidates will receive a formal job offer outlining the terms of employment, salary, benefits, and probationary period.
- Negotiations will be conducted in good faith to align the company's capacity with the candidate's expectations.



## Step 8: Onboarding

- Upon acceptance, the new employee will undergo an onboarding process, which includes orientation about White Raven IT's policies, compliance with financial regulations, and operational procedures.
- Ongoing training will be provided to ensure new hires understand our client base (banks, financial institutions), regulatory environment (GDPR, DORA, NIS2, ...), and our partnerships.

## 3. Data Protection and Confidentiality

- All personal data collected during the recruitment process will be processed in accordance with the **General Data Protection Regulation (GDPR)**.
- Candidate information will only be used for recruitment purposes and will not be shared with third parties without explicit consent.
- Unsuccessful applicants' data will be securely stored for up to 12 months in case future opportunities arise unless the candidate requests immediate deletion.

## 4. Equal Opportunity and Anti-Discrimination

White Raven IT strictly prohibits discrimination of any kind during the recruitment process. All decisions will be made based on objective criteria related to the job requirements. We are committed to fostering a diverse workforce that reflects the communities we serve.

## 5. Continuous Improvement

- We regularly review our recruitment practices to ensure they remain fair, transparent, and aligned with our growth strategy.
- Feedback from candidates and employees will be sought to improve the process.

## Contact Information

For questions, further information, or concerns related to this policy, please contact our Chief Human Resources Officer at [hr@whiteravenit.be](mailto:hr@whiteravenit.be).

This policy is integral to White Raven IT BV's commitment to conducting business with integrity, respect for human dignity, and adherence to legal and ethical standards.