



BUREAU VERITAS BAND I AND II APPOINTMENTS POLICY

**Group HR 005-PO – Band I and II Appointments
July 2020**



Title:	Group HR 005-PO – Band I and II Appointments	Version :	2
Code number:	Group HR 005-PO	Version date :	July 2020

Band I and II Appointments Policy

Scope

This policy covers appointments into all Band I and Band II positions at Bureau Veritas – including external hires, internal promotions, and internal transfers.

Requirements

These processes must be followed for all Band I and Band II appointments:

Job evaluation and remuneration

An updated job description (using template below) must be provided to Group Compensation and Benefits and International Mobility (CBIM) for a job evaluation of the relevant role. Group CBIM will then work with the relevant VP HR and OG EVP and will advise on the total package for the candidate for the role.

The Group CHRO must approve the banding and the proposed total package for Bands II positions. For Band I positions, the Group CEO and Group CHRO must approve the banding and the proposed total package.

Candidate Assessment and Selection

The relevant OG EVP and OG HR VP must interview the recommended candidate for the role. The CHRO or Group Talent & Inclusion must then interview the recommended candidate and discuss with the OG HR VP an assessment of:

- key strengths within the BV Leadership Expectations and 12 competencies (see Talent, Learning & Career Development Policy)
- key development areas within the BV Leadership Expectations and 12 competencies
- estimate (for external hires) or update (if necessary for internal candidates) of the talent pool in which the candidate sits
- other roles for which the candidate could be a succession candidate in the future
- recommended development plan, including how to fast-track on-boarding/first 90 days
- the search process undertaken for candidates, including efforts made to achieve better gender equality

Communications

Group Talent & Inclusion will advise ExCom of all appointment decisions. OGs are to wait at least 24 hours after the communication to the Excom before any announcement by the OGs on any such appointment (internal or external). OGs to announce the appointments in their

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SharePoint intranet pages and through other OG communications of their choice. Group HR to announce the appointments in the Group HR Sharepoint site.

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Job Description Template (Band I & II)

Country			
Organization			
Job Title			
Incumbent			
Reports to			
Date			
Job evaluation		Date of the evaluation :	
Job Purpose: Maximum 1 or 2 sentences to describe why the job exists.			
Organization: Draw or attach an organization chart showing clearly the job, its immediate supervisor, its colleagues/peers reporting to this supervisor and all direct reporting subordinates with their respective bands.			
Principal Accountabilities: Summarize in 5-7 statements the principal results expected from the job.			
Principal interfaces: List the main stakeholders			
Dimensions: Annual budget or financial business dimensions that the job either directly controls or indirectly influences: a) Annual budget / Opex/ Capex b) Volumes/ sales/ population for HR c) Staff (direct reports) c) Other (e.g. project costs, procurement spend, etc.)			
Job Knowledge, Skills & Experience: Specify the educational background, qualifications and experience typically required to perform the job fully and effectively.			
Key Challenges: Capture in 2-3 statements key challenges to be faced in this job.			