

Focus on personnel selection



The personnel selection and recruitment process at Leonardo is inspired by the principles indicated in the applicable collective, national and international regulations, as well as in the Organisation, Management and Control Model pursuant to Italian Legislative Decree 231/2001, in the Code of Ethics and the Anti-Corruption Code of the Leonardo Group.

The Company assures equal opportunities for men and women, rejects and prevents any discrimination on the grounds of sex, ethnicity, nationality, language, religion, political and union opinions, sexual orientation, personal conditions, even those associated with marriage or cohabitation relationships, kinship or affinity with employees of Leonardo S.p.a or its Subsidiaries.

In particular, the operating implementation of the process assures:

- selection and recruitment of human resources based on decisions taken in the annual personnel planning stage;
- precise definition of the characteristics and skills inherent in the profiles sought;
- use of appropriate selection methods to the professional profile sought, through uniform methods and effective, transparent and standardised tools;
- evaluation of candidates identified based on criteria of professionalism, preparation, aptitude and potential in relation to the activities required for which personnel are sought, in full compliance with principles of merit and fairness of the selection process;
- timeliness and cost-effectiveness by pursuing competitive labour cost parameters aligned with the market in each professional category;
- constant coordination between the structures involved in the process, even in terms of authorisation, information and sharing of choices.

Once needs are defined, the search for new personnel can be launched:

- through internal selection and consequently by activating structured job posting and internal mobility processes;



- through external selection and consequently by activating the recruitment channels identified by the Company and governed by specific internal regulations.

The personnel selection and hiring process is implemented in compliance with current regulations; in particular, during personnel selection and recruitment stages, Leonardo collects from the candidates/new recruits the documentation and self-certifications needed in order to carry out a series of checks intended to ensure compliance, including:

- informative questionnaire to be compiled by candidates;
- privacy notification to be given to candidates and signed with specific approval of the purposes of personal data processing;
- self-certification of anti-corruption verifications;
- declaration of absence of conflict of interest;
- affidavit pursuant to Italian Presidential Decree 445/2000;
- receipt of the termination of the employment relationship form that the employee compiles online;
- any pertinent invalidity documentation; and
- any other documentation that may be required based on current legislation and company practices.

The employment of current or recently departed public official is subject to the approval of the Head of the HR department. In such cases, the HR department receives a self-declaration on the absence of any actual, potential or perceived conflict of interest, verified according to relevant laws.

If the candidate declares the presence of any such conflict, the HR department takes into account mitigation measures, ranging from restrictions of activities to the termination of the process.

Finally, Leonardo's policy in compliance with Article 53 item 16-ter of Italian Legislative Decree 165/2001 as amended by the Law 190/2012 (so-called Severino Law), requires a cooling off period of at least three years before public officials, who exercised powers of



authority or negotiation on behalf of the Public Administration, are permitted to have any contract with Leonardo. If such requirement is not met, the hiring process must be stopped.

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