



Enabling an Intelligent Planet

Policies and Procedures

Screening and background Check policy

Policy N°:

Subject: AEU Screening and Background check policy

Version: 2025-0.1

Approval status: Ready for MT and WC approval

Effective Date: 01 May 2025

Publication Date: 01 May 2025

Purpose

The purpose of this Policy is to ensure a **fair, transparent and compliant process** in line with applicable European laws and regulations during the stage of screening and background checks in the hiring process. This policy ensures an **effective** approach to business needs while prioritizing a positive candidate experience.

Scope

This policy covers the activities across Europe that take place right before issuing a job offer to a candidate based on a clear list of roles for which a screening and background check is required. This policy applies to all employees involved in the recruitment and selection process at Advantech Europe B.V.

Process requirements and guarantees

A candidate is made aware in the first call with Recruitment of the fact that a background check can be part of the hiring process and is updated on the verification procedure by the HR contact person.

There is a clear purpose for performing a background check based on the regulatory or organizational requirements of the role. The list of these roles is maintained and updated by HR.

The background check covers *publicly available* information and is strictly regulated by data protection [laws](#) which require transparency and proportionality.

When a potential conflict arises, it is discussed with the Hiring Manager, Sector Head and HRBP for opinion and decision.

When a candidate is not hired based on the outcomes of the background check he is informed in general terms only.

Compliance and storage

All screening activities shall comply with applicable laws, regulations, and industry standards, including data protection and privacy laws.

Records of recruitment activities, including job postings, applications, interview notes, and selection decisions, shall be maintained in accordance with data retention policies.

The retention of background checks is subject to our Privacy Notice, available at <https://workatadvantech.eu/privacy-policy/>.

Review

This Screening and Background Check Policy shall be reviewed annually to ensure its effectiveness and compliance with legal and business requirements. Amendments will be approved by AEU management and Works Council.

Date: 21/03/2025

Signature:

Rosé van Velzen

Corporate Management & Development Director Europe

Advantech Europe, B.V.