# Recruitment Policy

## Why do we have the Recruitment Policy?

We endeavour to attract and select individuals with the relevant competencies, qualifications and experience and who we believe will make a sustainable contribution to the success of the Company.

## What is the Recruitment Policy?

This policy sets out the guiding principles for all recruitment activities to ensure all processes and decisions are fair, justifiable, and aligned with our values and business objectives.

## Who does this policy apply to?

This Policy applies to all recruitment activities for Cathay, however implementation of the Policy may vary based on the respective job location, departmental and role requirements. The “Company” or “Cathay” means Cathay Pacific Airways Limited.

## Guiding principles

- The assessment will always be based on an individual’s competencies, qualifications and experience, and should comply with all relevant policies and legislation;
- Cathay is an equal opportunity employer. We respect the diverse experience and talent that every individual brings to the Company; further information can be found in the Diversity, Equity, Inclusion & Belonging Policy;
- We strive to attract and select the most appropriate individuals for the job;
- Priority will be given to the local talent market where the required competencies, qualifications and experience are available. If the specialist knowledge, competencies or experience required are not readily available locally, we may consider relocating individuals from overseas.

- Determination of the employment offer to attract individuals is based on the prevailing terms and conditions of employment being offered in the market including market salary level, business outlook, the salary range of the relevant job and internal relativity within and across teams;
- All recruitment activities will be carried out in compliance with applicable laws, regulations, and internal policies;
- The use of recruitment agencies will be kept to a minimum, and only used by exception and in accordance with approved procedures.

## Rehiring principles

The Cathay Alumni can be a great source of candidates. The individual's past employment record with Cathay will be taken into consideration in order to ensure suitability to the role and also to ensure that all tax liability and risk is considered before we proceed to hire.

## Internal vacancies

We encourage internal promotion and support both horizontal and vertical career movements of our employees. Refer to the Internal Vacancy Policy for further information available on the Company's intranet.

## Note

This Policy does not form part of an employee's employment contract. The Company reserves the right to amend, vary, interpret or withdraw any part of this Policy unilaterally at any time as it, at its absolute discretion, considers appropriate.

## Queries and clarifications

Should you have any queries relating to this Policy or any associated policies, please contact the Employee Relations and People Policies Team.

## Review of this Policy

We will review this policy from time to time as appropriate.

# Document Control

## Version History

| Version | Date of Revision | Major changes from last version | Revision By |
|---|---|---|---|
| 0.0 | 08 Oct 2018 | N/A – policy in place as of 08 Oct 2018 | Head of Talent Acquisition |
| 1.0 | 01 Aug 2026 | • Expand applicability to cover recruitment activities globally.<br>• Include guiding principles and refresh the practices. | Head of Talent Acquisition |

## Policy Owner

| Version | Position |
|---|---|
| 0.0 | Head of Business Partnering |
| 1.0 | Head of Talent Acquisition |

## Policy Approver

| Version | Position | Date of Approval |
|---|---|---|
| 0.0 | N/A – existing policy as of 08 Oct 2018 | |
| 1.0 | General Manager Employee Experience | 17 Jul 2026 |

## Policy Endorser

| Version | Name of Authority | Date of Endorsement |
|---|---|---|
| 0.0 | N/A – existing policy as of 08 Oct 2018 | |
| 1.0 | PPL Policy Steering Committee | 17 Jul 2026 |