STANDARD OPERATING PROCEDURE

Standard Operating Procedure (SOP)

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Document control

Revision	Prepared by	Reviewed by	Approved by	Issue date	Notes
FSC0004SPP	Jalya Maharramova	Ilyas Afandiyev	Ilyas Afandiyev	18.01.2025	—
FSC0004SPP-R1	Efsir Suleymanov	Ilyas Afandiyev	Ilyas Afandiyev	27.10.2026	Editorial corrections; signatory titles made consistent

This procedure covers recruitment, selection, outstaffing and consulting. All operations are initiated and processed through HRM-360, Invoicely, Smartsheet and other software. This is a critical process, because the quality of our people determines the competence of the entire organisation. The procedure aims to provide a uniform basis for the quality of manpower.

1. Responsible management and staff

Role / Position	Abbr.	Name, Surname
Chief Executive Officer	CEO	Ilyas Afandiyev
Business Development Manager	BDM	Vusala Huseynova
Financial Manager	FM	Yelena Ageyeva
Projects Director	PD	Gulmira Yahyayeva

2. Attracting customers and estimation

The BDM enters all required data about the customer (company name, contact person, e-mail, etc.) into the software, and all users are informed of the new customer.

After receiving an order from the customer for staffing, recruitment, consulting or training services, the BDM prepares an Estimate.

Service codes:

Service type	Code
Recruitment services	RCR
Consulting services	CNS
Outstaffing services	STF
Training services	TRN

3. Outstaffing and outsourcing process

The outstaffing and outsourcing process starts when the PD receives an Estimation from the CEO for a new requirement of the customer.

- FSC Engineering undertakes to provide the Client with personnel who are employees of FSC Engineering (the "FSC Engineering Employees" or "Employees") for the types of work and services the Client requires.
- FSC Engineering undertakes to enter into an employment relationship with the Employees and to perform independently, as their employer, all the duties and exercise all the rights arising from that

relationship. FSC Engineering remains the employer of the Employees for the whole period in which they provide services to and work for the Client.

- Providing the Client with FSC Engineering Employees does not create an employment or civil-law relationship between the Employees and the Client.
- Providing the Client with FSC Engineering Employees does not create an outsourcing relationship between the Client and FSC Engineering.
- FSC Engineering provides the Employees by placing them at the Client's disposal.
- FSC Engineering informs the Client of each Employee's first name, middle name and professional skills.
- FSC Engineering guarantees that the Employees' skills meet the Client's requirements.
- The parties jointly coordinate, in line with the agreed schedule, the time at which the Employees provide their services and work.
- FSC Engineering provides the Employees in accordance with the agreed schedule.
- If an Employee fails to attend as scheduled (due to disability or for other reasons), FSC Engineering arranges a replacement with appropriate skills and notifies the Client of the replacement in advance.
- The Client has the right to require FSC Engineering to replace any Employee if, at the Client's sole discretion, the Employee performs the work or services improperly. The Client may also require a replacement without giving any reason.

4. Recruitment process

The recruitment process starts when the PD receives an Estimation from the BDM for new vacancies of the customer.

Internal job postings are made by advertising the vacant position in the company newsletter and by e-mail.

Employees who have been in their current job for at least six months and believe they have the qualifications, skills and training required for the open position first discuss their intention to apply with their supervisor. The purpose of this discussion is for the supervisor to give an assessment of the employee's ability to perform the job and to provide information on overall career development.

Employees submit their updated CVs to the Executive Assistant within the specified time limit. After review, the CVs of suitable candidates are forwarded to the supervisor of the open position.

External recruitment

External recruitment is carried out through job advertising in the media, contacts with colleges and universities, and word of mouth.

Management sets the selection procedure and carries out recruiting, screening, initial interviews, structured interviews (depending on the position) and reference checks, and presents the best candidates to the relevant Line Manager.

The Line Manager has the final say, after a technical interview, on who joins their unit.

If the Line Manager rejects an applicant, the Executive Assistant notifies the applicant.

If the applicant is to be offered the position, the Line Manager communicates the offer, which is the first step of the candidate's entry into the organisation. Before the offer is made, the Executive Assistant approves it to ensure that the pay rate and position are consistent with the company's organisational and salary structures.

Time frames

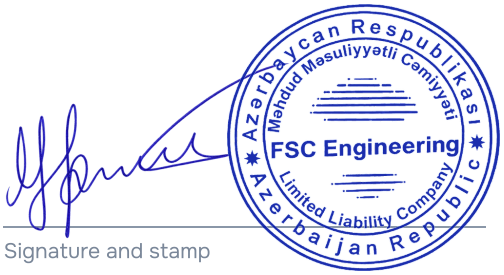
All positions are to be filled within the following periods after an approved request is received:

- Managerial positions: up to 5 working days.
- Non-managerial positions (administrative staff): up to 3 working days.

APPROVED BY

Chief Executive Officer

Ilyas Afandiyev



Signature and stamp

27.10.2026

Date