

Policy statement on fair and ethical recruitment and placement practices

RE-ALIS undertakes to adhere to fair and ethical recruitment and placement practices in accordance with the six guiding principles of the RAL Quality Mark Fair Recruitment Care Germany. This declaration of principles includes the following voluntary commitments:

1. Written form for verifiability:

All steps in the recruitment and placement process at RE-ALIS are both recorded in writing and designed to be transparent and verifiable in order to ensure clear traceability for all parties involved. This is done via several means of communication that are used before and during the entire process:

- **Pre-contract presentation:** Before a contract is signed, care professionals receive a comprehensive presentation that explains the entire recruitment and placement process in detail. This presentation contains clear information about the process, the rights and obligations of the professionals and the services offered by RE-ALIS. It serves as a basis so that the professionals are fully informed in advance about the process and the contractual details.
- **Contracts and annexes:** All agreements, rights and obligations are set out in detailed written contracts and annexes. These documents regulate not only the placement process, but also details on language support, the application process and other support services. This guarantees that every agreement is transparent and can be reviewed at any time.
- **Website:** Our website provides comprehensive information on the recruitment and placement process. Carers and partners can view all important documents, processes and conditions here, ensuring transparency from the outset.
- **Communication and feedback:** Regular written updates and feedback loops keep carers constantly informed about the status of their recruitment and placement. All steps are documented and can be tracked at any time.

Through this combination of presentations, written contracts, online information and regular reports, RE-ALIS ensures end-to-end verifiability and transparency of the entire process. In this way, we ensure that all parties are fully informed and protected.

2. The placement process is free of charge for Nurses:

There are no costs for the carers during the entire placement process and the employer bears all costs incurred.

- **Employer pays principle and waiver of placement costs:** RE-ALIS undertakes not to pass on any placement costs or other costs directly associated with the placement to the carers. In accordance with the Employer Pays Principle, the employer bears all costs associated with the placement. This applies to the entire service chain, without exception.

- **Waiver of commitment and repayment obligations:** We undertake to waive commitment and repayment obligations in the placement contracts with care professionals, insofar as these costs relate to the placement. A repayment obligation in the event of premature withdrawal of the carer from the ongoing language course in the country of origin is only permissible if the withdrawal is for reasons for which the carer is responsible. The caregiver must be granted a monthly right of termination and the option to pay in instalments.

In the following cases of withdrawal, repayment may not be demanded regardless of fault on the part of the nurse:

- during the first 50 teaching units,
- if the programme has to be discontinued for health reasons
- in the event of pregnancy,
- in the event of force majeure,
- in the event of the loss of a close family member
- In the event of a demonstrable breach by the company of the criteria from the

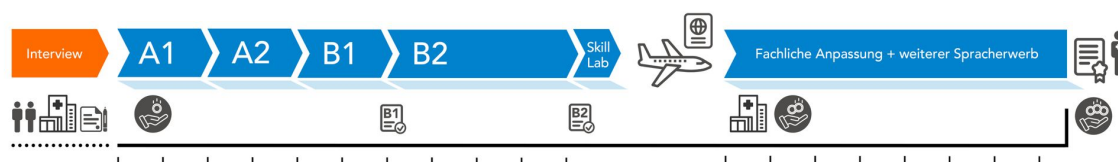
catalogue of requirements for the RAL Quality Mark Fair Recruitment Care Germany. The repayment amount may only include costs actually incurred for participation in the language course in the country of origin, the language examination in the country of origin, any payments made to the carer to secure their livelihood while learning the language in the country of origin and the administrative fees for translations, certifications, visas and the equivalence assessment that were incurred in the country of origin up to the time of departure.

3. Limiting the economic risk for carers:

We protect carers from unforeseeable economic risks. We provide comprehensive clarity about our structures, services and the costs incurred by the healthcare facilities involved.

4. Transparency on structures, services and costs

Simplified presentation of the recruitment, language training and placement process, from the interview to professional recognition in Germany:



1. interviews on site or online, project contract
2. language training up to B2
3. scholarship for 9, max. 10 months abroad
4. preparation for living and working in Germany
5. application for a visa
6. entry to Germany, remuneration as a care assistant
7. professional adjustment with the employer

8. possible further language acquisition with the employer

9 Recognition examination

10. after successful professional recognition, remuneration as a care worker according to the collective agreement, partial repayment of the project costs, 24 or 36 months commitment to the employer

5. Sustainability and participation:

At RE-ALIS, we promote the long-term integration and active participation of professionals in the German healthcare system through comprehensive and structured support. Even before they arrive in Germany, we lay the foundations for successful integration by preparing the professionals for their future tasks in terms of language, expertise and culture. This includes customised language courses, intercultural training and close cooperation with future employers to ensure early networking and orientation.

Once they have arrived, we continue to support the nurses to ensure that they settle in well both professionally and socially. This includes working with hospitals and local authorities to overcome administrative hurdles, as well as providing support with everyday tasks such as finding accommodation or dealing with the authorities. Our aim is not only to integrate the specialists into the working environment in the short term, but also to open up long-term prospects for them in the German healthcare system.

We also support the specialists in having their qualifications recognised and ensure that they can quickly gain a foothold in their professional field. In addition, we encourage them to actively participate in the workplace and in society by providing them with the tools and resources they need to operate successfully and sustainably in their professional field. In this way, we help to ensure that the specialists become valuable members of the German healthcare system in the long term and can continuously advance their professional development.

6. overall responsibility:

RE-ALIS assumes responsibility for the entire placement and integration process prior to entry into Germany to ensure fair and respectful treatment of all parties involved. This includes the preparation, counselling and support of care professionals as well as close cooperation with hospitals and authorities. After entry, RE-ALIS remains active in a supportive capacity, accompanies the further integration process and is available to advise both the healthcare professionals and the hospitals in the event of questions or challenges.

7. Compliance with the WHO Global Code of Practice:

RE-ALIS is committed to complying with the WHO Global Code of Practice on the International Recruitment of Health Personnel. We do not recruit in countries that are on the current WHO list of 'health workforce support and safeguards' to ensure that our recruitment practices do not have a negative impact on the health systems of these countries. RE-ALIS is currently recruiting in the following [Project locations](#). RE-ALIS does not recruit nurses from countries on the WHO list of 'health workforce support and safeguards' to ensure that recruitment does not have a negative impact on their health systems ([WHO Global Code](#))

8. Respect for international human rights standards:

We are committed to complying with international human rights standards, in particular

- the ILO (International Labour Organization) core labour standards are fundamental international labour standards that are universally recognised and binding. They aim to promote decent working conditions worldwide and protect the rights of workers ([ILO](#),).
The ILO General Principles and Operational Guidelines for Fair Recruitment [Guidelines/Definition](#) and Definition of Recruitment Fees and Related Costs (are guidelines designed to promote fair and ethical recruitment practices worldwide. They serve to ensure that workers are treated humanely and fairly during the recruitment process),
- the UN Guiding Principles on Business and Human Rights [Leitprinzipien](#) (regulate how states and companies should protect human rights. They consist of three main points: state duty to protect, corporate responsibility to respect human rights, access to remedy and compensation)
- as well as the relevant [Human rights Convention of the United Nations](#) (are international treaties designed to ensure fundamental rights and freedoms for all people).

9. Statement on compliance with the criteria of the seal of approval

We confirm that all placement and employment contracts concluded in our company do not contain any commitment or repayment obligations that violate the requirements of the relevant quality label. We undertake to draft all relevant contracts in accordance with the specified criteria and to ensure that no contractual provisions conflict with the applicable indicators and standards.

This commitment is central to our aim of ensuring fair working conditions for all care professionals involved.