

Employee Recruitment Referral Policy

1. PURPOSE

Mitsui & Co Europe plc. is a public limited company (Company Number 02204039), Mitsui E&P UK Limited is a private limited company (Company Number – 07652477), MKIUK is a private limited company (Company Number – 07769201) and METS London Pte Limited is a private limited company (Company Number – FC036018) wishes to encourage employees who use their networks and their knowledge of the business to refer potential candidates for suitable vacancies. The purpose of this policy is to outline the process for referrals in light of Mitsui's obligations under the General Data Protection Regulation ("GDPR") and the Data Protection Act 2018, (the "Data Protection Legislation").

2. SCOPE

This policy applies to all permanent & fixed term, full-time and part-time employees, agency temporary staff, consultants and contractors.

3. METHOD

3.1 We recommend that candidates are directed to our careers page at <https://www.mitsui.com/eu/en/careers/index.html>, and that they are advised to state this when completing the application form via the careers webpage link above. This will ensure that they are provided with the correct Recruitment Privacy Notice prior to providing their personal data to Mitsui.

3.2 Alternatively, the candidate may provide a copy of their CV directly to the HR person in charge, advising which role they have indicated an interest in and that they have express consent to provide the CV for the purposes of recruitment. Referrals should only be made via this method where the candidate has given **express consent** for their CV to be used in this manner **and** the employee can evidence that they have directed the individual to the **Recruitment Privacy Notice** <https://www.mitsui.com/eu/en/careers/index.html> **prior to sending their CV**. Failure to confirm that these data protection steps have been complied with will result in the CV and cover emailing being deleted and the referral will not be progressed.

4. GENERAL

4.1 A referral by an existing employee is not a guarantee of success and no preferential treatment will be applied to referred candidates, who will be placed into the recruitment process along with any other candidates.

The Employee Recruitment Referral Policy was last updated on the 10th December 2019.