



**PROCEDURE FOR EMPLOYMENT OF EMPLOYEES
WITH DISABILITIES**

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01: General

1.1. The Company's commitment to advancing the employment of employees with disabilities

1.1.1. The Company is committed to advancing the employment of employees with disabilities and to their full integration in the Company, recognizing the value entailed by the employment of employees with disabilities and acknowledging the ability of employees with disabilities to contribute to the promotion of the goals and objectives of the Company as all employees.

1.1.2. The Company shall act to uphold the provisions of the Equal Rights to People with Disabilities Law, 5758-1998 (the "Law") concerning proper representation for people with disabilities in public companies.

1.2. The Purpose of the Procedure

1.2.1. Arrange for the work processes related to the employment of a Person with Disability, as hereinafter defined, by the Company, throughout the stages of connection with such person, including recruitment, onboarding, employment, and employment termination, in order to ensure equal opportunities and equal treatment and to comply with the requirements of the Law.

1.2.2. Arrange for the authority and responsibility of the Officer of Employment of People with Disabilities in the organization.

1.3. Definitions

In this Procedure -

1.3.1. "Person with Disability" – Under the Law, a person with disability is a person who has a permanent or temporary physical, mental or intellectual – including cognitive – impairment, due to which their functioning is substantially limited in one or more of the principal areas of life.

1.3.2. "Person with Significant Disability" – A person who satisfies the definition of Person with Disability and additionally satisfies any of the following:

- The National Insurance Institute, the Ministry of Defense, Income Tax, or the Ministry of Health have recognized such person as having a disability rate of 40% or more.
- The National Insurance Institute, the Ministry of Defense, Income Tax, or the Ministry of Health have recognized such person as having a disability rate of 20% and such person concurrently satisfies 1 of the 3 following criteria:

- a. Under the National Insurance Law, such person is eligible for occupational rehabilitation by reason of disability;
- b. Under the Disabled People Law (Provident Payments and Rehabilitation), such person is eligible for or has finished rehabilitation by reason of disability;
- c. Such person is participating or has previously participated in an employment program for people with disabilities on behalf of the Ministry of Labor and Welfare.
 - Such person has been recognized as entitled to minimum wages adjusted for people with disabilities.
 - Such person has been recognized by the Ministry of Welfare as eligible for welfare services due to the disability.

1.3.3. “Accommodations for Employee with Disability” – Any change, addition, or equipment that an employee with disability requires over and above what such employee’s colleague who has no disability requires, for the purpose of performing the work and for daily functioning at the workplace as all employees. For example, the work environment and access thereto, work hours, pre-employment assessment tests, instruction and training, work procedures, etc.

1.3.4. “Officer of Employment of People with Disabilities” – Under the Law, the Company is obligated to appoint an officer who is in charge of the employment of people with disabilities. The officer in charge of this issue at the company is Yuval Germanik.

The Officer’s role:

- Handling employees’ complaints and questions about proper representation.
- Providing advice and guidance on the Company’s duties.
- Initiating activities to increase awareness of proper representation and the information thereon and implementation thereof among supervisors and employees.

1.3.5. “Proper Representation of People with Disabilities” – At least 3% of all the Company’s employees shall be persons with significant disabilities. Once a year, the Company will publicize the degree to which it has achieved the proper representation target.

1.3.6. “Support Centers for Employers of Employees with Disabilities (SCEs)” – A free service of the Ministry of Labor, Welfare and Social Services, which provides guidance, advice, and support in the employment of employees with disabilities. The Officer of Employment of People with Disabilities is the Company’s contact person with SCEs and integrates the receipt of the service in accordance with the Company’s needs.

1.4. Applicability

1.4.1. This Procedure applies to all the departments of the Company and all the employees thereof.

1.4.2. This Procedure does not supersede existing Company procedures but is rather additional thereto. In the event of discrepancy between this Procedure and other procedures, this is the relevant and decisive procedure.

1.5. Responsibility and authority

<i>Responsible Function</i>	<i>Scope of Responsibility</i>
Human Resources Department	<ul style="list-style-type: none"> - Overall responsibility for implementation of the Procedure - Making all the events, training and activities intended for Enlight employees suitable for employees with disabilities - Devising and implementing a work plan for advancing the employment of Persons with Disabilities - Monitoring the organization's accomplishment of the target as required - Providing ongoing advice and response and guidance on implementation of the Procedure - Deciding on the Company's duty to make accommodations for an employee/candidate with disability
Managers in the Organization	<ul style="list-style-type: none"> - Onboarding a Person with Disability and assisting in such person's optimal integration in their job - Reporting to the Officer of Employment of People with Disabilities in the Company of any arising need with respect to any existing employee who shall have become a Person with Disability and examining the accommodations such employee requires.

02: Recruiting and Onboarding

2.1. Giving equal opportunities to candidates with disabilities

2.1.1. All employee recruiting and onboarding processes in the Company shall be conducted while giving equal opportunities to candidates with disabilities. Giving equal opportunities includes absolutely refraining from discrimination, including the provision of accommodations.

2.1.2. When defining or toward advertising positions, the Company shall consider relaxing the required qualifications to accommodate candidates with disabilities, without derogating from the prerequisites required by the Ministry of the Interior.

2.2. Approaching placement agencies with respect to the recruitment of employees with disabilities

In order to prioritize the recruitment of employees with disabilities for designated positions, placement agencies that specialize in the placement of employees with disabilities in organizations will be approached.

2.3. Preference of candidates with disabilities

2.3.1. A number of positions will be determined which will be designated for affirmative action, i.e., for which candidates with disabilities will be favored, provided that the candidate is qualified for the position and has qualifications that are similar to the qualifications of other candidates for the same position.

2.3.2. When the position is advertised, it will be indicated that preference will be given to candidates with disabilities.

2.4. Disability statement form

When a candidate states during the screening process that he is a Person with Disability at the beginning of the screening process for a position, the candidate will be asked to fill out a statement about being a Person with Disability. The statement will include the details of the Officer of Employment of People with Disabilities in the Company, specifying the officer's role and how she may be contacted.

2.5. Accommodations during the screening process

2.5.1. All candidates for the various positions should be informed that if they require accommodations in the screening process due to disability, they may indicate the same.

2.5.2. If a candidate indicates a need for accommodations in the screening process due to disability, a report will immediately be forwarded to the Officer of Employment of People with Disabilities, who shall instruct the relevant functions on providing the necessary accommodations.

2.5.3. The Officer of Employment of People with Disabilities may participate in all screening processes, according to her discretion.

2.6. Documentation

When conducting screening processes for candidates with Disabilities, the screening process stages and accommodations, if given, should be recorded in writing. When giving preference to a candidate who is a Person with Significant Disability or rejecting the candidacy of a Person with Disability, the Company is obligated to specify the view of the candidate's disability among the considerations for the decision.

2.7. Notice of onboarding an employee with disability

2.7.1. The Officer of Employment of People with Disabilities will instruct the direct supervisor of the employee on the adjustment of the onboarding processes.

2.7.2. During the screening processes, a candidate with disability shall be given, to the extent possible, the opportunity to tour the workstation in order for the candidate to form an impression of the ongoing work and for the clarification of required accommodations. If this is not possible, the tour will be conducted at the stage of the employee's onboarding processes.

03: Current employment

3.1. The Officer of Employment of People with Disabilities of the Company should be contacted for consultation on any issue related to an employee with disability, including an employee who shall have become a Person with Disability.

3.2. Work accommodations

3.2.1. An employee with disability is entitled to accommodations at work insofar as required due to the disability and in order to allow for performance of their work as all employees of the Company.

3.2.2. If necessary, a request to borrow accommodation equipment may be made to "A Hand for Equal Employment", a service offered by the Ministry of Labor and Welfare and the National Insurance Institute.

3.2.3. When determining accommodations, the employee should provide certification by a care provider regarding the employee's disability and the specific accommodations required due to the disability and for the employee to perform the work. The Officer of Employment of People with Disabilities will contact the care provider who furnished the certification where clarifications are required or where their input is required with respect to accommodations not specified in the certification.

3.3. An employee who shall have become a Person with Disability

3.3.1. The direct supervisor will inform the employee of the right to contact the Officer of Employment of People with Disabilities and will provide the employee with the Officer's contact information.

3.3.2. The direct supervisor will inform the Officer of Employment of People with Disabilities that the employee has become a Person with Disability.

3.3.3. The Officer will instruct the direct supervisor with respect to the certifications required of the employee and with respect to accommodation, if necessary.

The Officer will instruct the direct supervisor on work processes, and if necessary, will assist in coordinating training for the direct supervisor and the staff.

3.4. Employment termination

3.4.1. If the need to terminate the employment of an employee with disability arises, the direct supervisor will give notice thereof to the Officer of Employment of People with Disabilities. The employment termination processes will be conducted under the instruction of the Company's Legal Department, which will consult with the Officer of Employment of People with Disabilities.

The Officer will examine the need for intervention or instruction in the process, including the need to provide other or additional accommodation and the examination of alternative positions for the employee within the Company.

04: Protection of the Employee's Privacy

Information about an employee being a Person with Disability and any other information about accommodations provided to the employee or other information pertaining to the disability, including records of reviews and feedback, will be kept by the relevant functions such that it is not accessible to others. The transfer of information among functions of the Company is absolutely prohibited for anyone not given special authorization for this purpose.

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