PHARMAVITE

USE OF AI & RELATED TECH IN THE CANDIDATE INTERVIEW PROCESS

2026 Policy

PURPOSE

Pharmavite is committed to maintaining a fair, secure, transparent, and consistent hiring process. This policy establishes expectations regarding the use of artificial intelligence (AI), recording technology, transcription tools, and interview assistance technologies during the recruiting and interview process.

Our approach prioritizes fairness, transparency, privacy, accessibility, and mutual trust for both candidates and interview teams.

GUIDING PRINCIPLES

- Fair and objective candidate evaluation
- Transparency regarding technology use
- Protection of confidential information
- Respect for accessibility accommodations
- Human accountability for hiring decisions

AI may support administrative activities throughout the hiring process; however, all hiring decisions are made by people—not by AI systems.

1. COMPANY USE OF INTERVIEW TECHNOLOGY

Pharmavite uses company-approved technology to support a consistent and efficient hiring process. Approved technologies may be used for legitimate business purposes, including:

- Scheduling coordination
- Interview note organization
- Interview summarization
- Interviewer calibration
- Training and quality review
- Administrative workflow support

Approved AI tools may be used to support interview administration and documentation. AI-generated outputs are reviewed by employees and AI does not independently make or significantly influence employment decisions on behalf of Pharmavite..

Interview recordings, transcripts, and AI-generated summaries are used solely to support the recruiting and interview process and are managed in accordance with Pharmavite's privacy, security, and records retention practices.

Interview recordings and transcripts will be retained for **16 days** and then securely deleted unless a longer retention period is required for legal, regulatory, or business purposes.

2. CANDIDATE NOTIFICATION

Before an interview begins, candidates will be informed that:

- The interview may be recorded using company-approved technology.
- Meeting recordings, transcription, and AI-generated meeting summaries may be used to support interviewer documentation.
- Interview recordings and transcripts will be retained for 16 days total before being deleted in accordance with company retention practices unless a longer retention period is required for legal, regulatory or business purposes.

3. CANDIDATE USE OF AI DURING INTERVIEWS

Candidates are expected to complete all interviews and assessments using their own knowledge, experience and judgement.

Use of AI tools for interview preparation **before the interview or recruitment process** is permitted.

During the interview or recruitment process (including live interviews, assessments, technical exercises, and similar evaluations), candidates may not use the following tools, unless expressly approved in advance as part of an accessibility accommodation:

- AI-generated response tools
- Real-time coaching tools
- Teleprompters
- Automated response generators
- External live assistance
- AI copilots or interview assistants
- AI-generated work product intended to answer interview or assessment questions

Accessibility accommodations involving assistive technology that have been expressly approved by Human Resources (HR) are not considered policy violations.

4. CANDIDATE RECORDING OR TRANSCRIPTION

To protect the confidentiality and integrity of the interview process, candidates may not:

- Record interview audio or video
- Create independent transcripts
- Use third-party AI meeting assistants or note-taking bots
- Capture or distribute interview content through screenshots, recordings, or other means.

Interview discussions may include confidential, proprietary, or commercially sensitive information. Unauthorized recording, transcription, or distribution of interview content is prohibited.

Requests related to accessibility accommodations or recording permissions should be submitted to the recruiting team before the interview and must be explicitly approved before use.

5. ACCESSIBILITY & ACCOMMODATIONS

Pharmavite recognizes that some candidates may rely on assistive technologies, accessibility tools, or AI-enabled accommodations. Candidates requiring accommodations are encouraged to contact their recruiter or email recruiter@pharmavite.com in advance. Approved accommodations will not be considered policy violations and will be handled in accordance with applicable law.

6. CONSENT & ACKNOWLEDGMENT

By participating in the interview process, candidates acknowledge that Pharmavite may use company-approved recording, transcription, and AI meeting technologies as part of its standard interview process.

Candidates will be informed before recording or transcription begins.

If a candidate has questions or concerns regarding the use of these technologies, they should notify the recruiting team (recruiter@pharmavite.com) before the interview so appropriate arrangements can be made.

7. POLICY VIOLATIONS

Unauthorized use of recording tools, transcription services, AI interview assistants, response-generation tools, or other prohibited technologies by the candidate may result in:

- Pausing or ending the interview
- Cancellation or rescheduling of interviews
- Escalation to Human Resources, Talent Acquisition, or Legal
- Removal from consideration where appropriate

Pharmavite reserves the right to pause or terminate an interview when unauthorized technology use is identified or when the integrity of the interview process may be compromised.

8. HUMAN DECISION-MAKING

AI technologies used during the hiring process are intended to support administrative and documentation activities only.

Employment decisions—including interview evaluations, candidate selection, hiring recommendations, and hiring decisions—are made by qualified employees using human judgment. AI does not independently make or significantly influence employment decisions on behalf of Pharmavite.