

IMPORTANT INFORMATION FOR JOB CANDIDATES:

Prior to applying to a position with AS PNB Banka, please acquaint yourself with the mandatory compliance requirements for the post set by the credit institution to its employees

EMPLOYMENT RESTRICTION REQUIREMENTS FOR JOB CANDIDATES

To ensure AS PNB Banka's (hereinafter – the Bank) reputation, prevent the Bank's involvement in unlawful activities, identify and eliminate other Bank's significant risks, as well as to preserve the secrecy of the Bank client's identity, accounts, deposits and transactions, the laws and regulations provide for the Bank staff selection conditions or employment restrictions that are binding on the Bank. These Bank staff employment restrictions provide for two types of requirements – [1] statutory requirements or formal restrictions, as well as [2] good faith and reputation requirements or the restrictions set by the Bank itself.

[1] Depending on the position you apply for, statutory requirements or formal restrictions are laid down in Section 10(4) of the Law of the Republic of Latvia "On the prevention of money laundering and terrorism financing" and/or Section 34.5(3) of the Law of the Republic of Latvia "On credit institutions". The requirements are as follows:

- If you apply for a position whose duties cover the control over compliance with the requirements of the Law on the Prevention of Money Laundering and Terrorism Financing, you must not have a conviction for committing an intentional crime;
- If you apply for other positions, except for the cases when you take up employment as the Bank's service staff (see a list below), you must not have a conviction for committing an intentional crime against the state, property or governance arrangements, or for committing an intentional crime in the national economy or public service, or for committing a crime related to terrorism. You may still apply if the record of your conviction has been extinguished or set aside;
- When applying to all positions, except for the cases when you take up employment as the Bank's service staff:
 - * You must not be included in the list of sanctions of a supervision and control authority referred to in the law of the Republic of Latvia "On the prevention of money laundering and terrorism financing" or of a competent authority referred to in the law of the Republic of Latvia "On international sanctions and national sanctions of the Republic of Latvia" for the infringement of international or national sanctions or of the laws regulating the prevention of money laundering and terrorism financing. You may still apply if at least one year has passed as from the date of application of sanctions;
 - * You must not have insolvency proceedings of a natural person proclaimed. You may still apply if at least one year has passed as from the date of termination of the proceedings.

[2] However, establishment of the credit institution's in-house good faith and reputation requirements is provided for in Section 34.5(1) of the Credit Institutions Law of the Republic of Latvia, and the requirements are as follows (except for the cases when you take up employment as the Bank's service staff):

- You have not been dismissed for the following reasons: serious infringement of the employment agreement or established workplace policy; loss in employer's confidence; acting in bad faith; use of intoxicating agents or serious infringement of labour protection rules;
- You have not been entered in the debt register as a person who has failed to meet obligations for a long time;
- You are not in a conflict of interests* (*i.e. in the situation, when in the course of fulfilment of official duties you would have to adopt a decision or take part in the adoption of a decision or perform other duties related to the vacant post which would affect or could affect your, your relatives' or business partners' personal or economic interests, which are not known to the Bank or which were not accepted by the Board of the Bank.

IMPORTANT! Information on the processing of your personal data in the course of staff selection is available on the Bank's home page under the [Privacy Policy](#) section.

LIST OF THE BANK'S SERVICE STAFF

Employment restrictions provided for in the laws of the Republic of Latvia "On credit institutions" and "On the prevention of money laundering and terrorism financing" are not applicable to the positions included in the list.

No. Professional title

1. Fitter of Sanitary Facilities of the Maintenance Division
2. Car Driver of the Maintenance Division
3. Street Cleaner of the Maintenance Division
4. Office Cleaner of the Maintenance Division
5. General Labourer of the Maintenance Division
6. Duty Office Cleaner of the Maintenance Division
7. Car Driver-Courier of the Maintenance Division
8. Municipal Engineer of the Maintenance Division