Open a door to your career

Overview EMEA graduate program
Five reasons why **YOU** should join our 18 month program

1. You will launch your career in a multinational company with opportunities in all business areas.
2. You will develop, promote, sell or service exciting new security technologies and digital products.
3. You get to work in a sustainable, ethical company with networking opportunities around the globe.
4. You benefit from professional coaching and mentoring through the whole program.
5. You create a unique life experience within a 3 month secondment in the EMEA region.
How was the quality of mentoring and the tasks during the program?

"My experience of the mentoring and quality of tasks was really positive. I had wise guidance and always knew who to contact with questions. Everything was well organised, from tasks during the program to my three progress meetings along the way."

What did you learn on your 3 month secondment?

"Those three months were a fantastic experience. I had a specific product to learn about and got the chance to work in the region where it is manufactured. I also learned how different regional companies work in their daily business. I even had to learn some Spanish to help me ease into the local culture."

Why would you recommend graduates join the ASSA ABLOY program?

"This program offers a wealth of opportunities. You are given credible responsibility and autonomy to undertake your role, are exposed to a number of different business units and benefit from being mentored by a director within the business. There is also the chance to undertake various learning and development programs, as well as international travel across the EMEA region."

Which particular experience during your 18 months really stands out?

"Although there were many highlights, working for the Yale business unit in Johannesburg, South Africa, stands above the rest. For three months during 2015 I focused on new areas of the market that Yale could target with their product range, and at the same time introduced ideas and strategies from the UK that could be mirrored in South Africa. Professionally this was hugely rewarding: learning to work effectively within a different culture and expanding my ASSA ABLOY network. Plus, of course, there was plenty of time to explore the country itself."

You have now progressed beyond the graduate program... so why would you recommend graduates join ASSA ABLOY?

"In part, for its intense introductory phase and the very professional and consistent advancement opportunities that come along. Trainees at ASSA ABLOY get a genuinely broad and long-term perspective from contact with other business cultures and companies within the global ASSA ABLOY Group."

How has completing the program made an impact on your career?

"With special training sessions and regular trainee-meetings, you really get the chance to develop your professional personality. Being in regular contact with colleagues, suppliers or customers around the world is invaluable for networking. This program is a professional platform for developing skills and strengths, and got me fully prepared for my next career steps."
Experience a world of diversity: Your 18 Month Development Program

First 6 months
For the first 6 months, you are assigned a real project to deliver, along with clear objectives and expected outcomes. A line manager provides close support to help you achieve the required objectives. Regular support and progress meetings, ideally weekly, are organised to ensure you are fully supported, have the information you need and can make independent decisions. Meeting frequency can fall over the placement period, depending on progress. If the designated line manager is regularly out of the office, a deputy with a clear understanding of your objectives is assigned.

Mentoring
You are assigned one or more mentors during your program. The choice will be dependant on the specific placements assigned. Further details can be found in the ASSA ABLOY Group mentoring scheme brochure. Usually, the same mentor is retained at least through the first 12 months plus the 3 month international secondment.

Secondment Planning
Your first Networking Event is in early October, when appointed graduate candidates are inducted into the company. This is followed in November/December by planning your overseas secondment and agreeing a destination.
### 3 month international placement

You will undertake a 3 month international secondment after 6 months with the business. The planning phase for these placements starts in November / December. Placements are determined by the VP HR EMEA. However, local HR Directors will seek your feedback to gauge areas of interest.

At the secondment’s end, a follow-up meeting is organised by the VP HR EMEA. It will include the opportunity for you to provide feedback on your experiences during the placement, as well as receive business updates from the management team. Full details will be provided at the appropriate time. The location of the event within EMEA will vary for each intake.

<table>
<thead>
<tr>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Secondment:</strong> Time abroad</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Special Skills/ Languages

If any special skills are required in preparation for the placement, you will be provided with full details before it starts and the company will support you in obtaining these skills. You will also be required to study the native language of your placement if it differs from your own HOME unit. Full financial support will be given.

### Travel

The cost of travelling to and from your secondment will be covered and organised by the HOME business. Travel expenses during the secondment will be met and organised by the HOST unit and will normally involve a hire car. Exceptions may occur depending on location and the graduate’s personal preference. You will pay for any petrol costs incurred during personal use, however. The hire car may be used for personal reasons, as long as taxation issues are reported and dealt with by local finance teams.

### Accommodation

The cost and organisation of accommodation will be met by the HOST unit. This should be of at least a 3 star standard or whatever is appropriate, given the location of the placement.

### Working Hours

Working hours during the international placement will be determined by the HOST unit, following departmental arrangements. You will get prior notification of the hours and any other local arrangements in advance.

### Flights Home

If you are based within Europe, you are entitled to to claim up to 2 flights to return home during your placement. This includes all reasonable linked expenses, such as taxis and mileage etc. For placements farther afield, e.g. Africa, 1 flight home will apply.
9 month final placement
You return to your HOME unit for your final placement. However, the project may be different. The HOME line manager is responsible for setting project objectives and providing support.

The project identified will be more stretching than the first and will include an opportunity for you to put into practice new skills acquired during your international secondment. In some cases, a different location/business unit may be considered.

Performance Review
Placement line managers will complete a Graduate Placement Project Development Review to record the objectives of the placement and to review performance.

Networking Event 2:
Secondment feedback

Booking Annual Leave
Ideally, graduates use their annual leave while they are based in the HOME unit. However, in exceptional cases, some annual leave may be booked during a placement. It will be subject to discretionary authorisation by the placement line manager.

You can take all public holidays that fall in your HOST countries during the placement. You will not be entitled to take public holidays that fall in your HOME units as well, unless they are identical.

Working on exciting projects...

In a vast range of disciplines and functions across our business, from product development and project management to sales, marketing, logistics and production
ASSA ABLOY’s products and technologies create the future of our markets. They present a huge opportunity for high-potential candidates to upgrade their skills and aim for maximum success. It’s a win–win for graduates and our company.

NOVEMBER DECEMBER JANUARY FEBRUARY

Graduation
After successful completion of the 18-month program, a graduation ceremony is held in one of the EMEA countries. This provides an opportunity for you to present your experiences, skills acquired and future plans. A development day is also organised around the event.

Learning and Development
Once an established discipline has been identified, you will be encouraged to continue all relevant professional development in your chosen vocation. This is organised by local units, upon graduation.

Networking Event 3: Graduation

Apply now!