

## CONSULTANT ONBOARDING GUIDELINES

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AURELIA is VOASTRA's internal intelligence and project platform, designed to support consultants with insights, tools, and structured delivery. All consultants accessing AURELIA are required to operate under VOASTRA's Code of Conduct and Compliance Policy.

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## VOASTRA Consulting Onboarding Guidelines

### Introduction

AURELIA is VOASTRA's proprietary AI-driven platform built to enhance how consultants engage, deliver, and collaborate across projects. From briefing intelligence and industry benchmarking to version-controlled documentation and performance tracking, AURELIA empowers consultants with the precision and clarity needed to work at VOASTRA standards.

Access to AURELIA is exclusive to consultants who have completed VOASTRA's onboarding and legal verification process. By using the platform, every consultant agrees to operate within the frameworks of VOASTRA's Code of Conduct, Compliance & Reporting Policy, and client confidentiality obligations.

Use of AURELIA is not optional, it is a core part of how VOASTRA ensures quality, consistency, and accountability across its global consulting network.

## 1. Introduction

Welcome to VOASTRA. These Consultant Onboarding Guidelines outline the standards, process, and legal conditions required for consultants joining VOASTRA FZ LLC ("VOASTRA"). All consultants who wish to work on VOASTRA-led engagements, or through our platforms AURELIA and AURELIA, must adhere to these onboarding requirements and compliance protocols.

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## 2. Consultant Selection Criteria

To ensure world-class delivery, VOASTRA only selects consultants who meet our strict vetting standards. All applicants must fulfill the following core criteria:

- Professional Experience: A minimum of 7 years of relevant industry or consulting experience
  - Academic Background: A bachelor's degree is mandatory; advanced degrees or certifications (e.g., MBA, CFA, PMP) are strongly preferred
  - Domain Expertise: Proven track record in one or more of VOASTRA's key sectors (e.g., energy, infrastructure, finance, deep tech, manufacturing)
  - Language Proficiency: Fluency in English; additional regional languages are an asset
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## 3. Required Documentation

Each candidate must submit the following during onboarding:

- Updated CV/resume detailing project history and roles
  - Two professional references (clients, partners, or previous employers)
  - Verified copy of academic degree(s) or certifications
  - National ID or passport copy for legal identification
  - Proof of business registration (if operating through own consultancy)
  - Signed Consultant Agreement, Code of Conduct, and Confidentiality Agreement
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## 4. Due Diligence Process

VOASTRA conducts a multi-step due diligence process:

- Initial Screening: Review of background, sector alignment, and CV
- Expert Interview: Conducted by a VOASTRA partner or senior advisor
- Reference Checks: Contact with submitted professional referees
- Compliance Verification: Legal identity, business registration, and sanctions screening
- Platform Activation: Access granted to AURELIA and AURELIA upon approval

Any misrepresentation or incomplete information will result in rejection or removal from the VOASTRA network.

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## 5. Consultant Classification & Engagement Model

All consultants operate under VOASTRA's framework as independent professionals. You will:

- Be legally contracted through VOASTRA per project
- Receive project briefs via AURELIA
- Be subject to VOASTRA's project delivery structure, reporting, and quality reviews
- Remain independent, but with VOASTRA as the legal project owner

VOASTRA does not offer employment contracts but provides structured legal coverage, compliance, and project protection.

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## 6. Confidentiality and Compliance

All consultants must:

- Sign and comply with VOASTRA's Confidentiality Agreement
  - Operate under our Compliance & Reporting Policy and Code of Conduct
  - Report any breaches, misconduct, or security issues via [compliance@voastra.com](mailto:compliance@voastra.com) or within AURELIA
  - Avoid conflicts of interest and respect all client data privacy requirements
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## 7. AURELIA Access & Use

Upon onboarding, consultants will be given tiered access to AURELIA, VOASTRA's proprietary AI platform for:

- Project scoping assistance
- Client brief intelligence
- Sector benchmarking and data mining
- Document versioning and cross-team collaboration

Consultants are expected to use AURELIA only for VOASTRA engagements. Unauthorized use or sharing of platform outputs is a breach of contract.

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## 8. Performance & Quality Reviews

Each consultant's work is subject to quality checks at each project milestone. VOASTRA may:

- Request written updates or deliverable summaries
  - Collect client feedback and internal peer reviews
  - Remove or suspend consultants with repeated delivery issues or non-compliance
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## 9. Updating Your Consultant Profile

Consultants must keep their profile up to date via Consultant Command™, including:

- Availability calendar
  - Sector preferences and geographic mobility
  - Updated documentation (certifications, new projects)
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## 10. Contact and Support

For onboarding assistance or compliance inquiries, contact:

onboarding@voastra.com or [compliance@voastra.com](mailto:compliance@voastra.com)

By completing the onboarding process, you acknowledge that you understand and accept these guidelines and will operate in full alignment with VOASTRA's standards of integrity, quality, and confidentiality.