

# HUMAN RESOURCES MANAGEMENT POLICY

We aim to design, implement, and support programs and initiatives that create value for the company and its employees.

We are dedicated to enhancing employee welfare, empowerment, development, and retention, while maintaining a strong commitment to the company's core business objectives. Through these efforts, we aim to foster ongoing success and prosperity for our customers, employees, and stakeholders.

## STATEMENT

### Scope

This Policy outlines the principles that guide our daily operations and establishes how we expect management, employees, service providers, clients, visitors, and company representatives to act in accordance with the law and applicable company policies, procedures, and guidelines.

This Policy does not discriminate at any level and applies *equally* to *all* company associates.

We are committed to:

- Promoting a culture of teamwork, quality, and continuous improvement.
- Maintaining a safe, clean, challenging, and enjoyable work environment.
- Seizing opportunities with excellence, care, and urgency.
- Pursuing efficiency by minimising waste and enhancing processes.
- Acting openly, equitably, and consistently in all we do.
- Encouraging active participation in company and community initiatives to enrich lives and strengthen connections.
- Respecting and valuing the diverse perspectives of all team members.
- Upholding the highest standards of ethical and legal conduct.
- Communicating with honesty, fairness, and respect across our diverse workforce.

### Responsibility

Company management and Masters are accountable for ensuring that the standards set forth by this Policy are communicated to all employees and that their conduct sets a good example.

### Violations

Adherence is mandatory, and any violation of this Policy and associated documented procedures may lead to disciplinary action or legal consequences.

### Continuous Improvement

Senior management reviews this Policy annually and revises it as necessary to reflect changing operational conditions, new technology, government policies and legislation.