

# HUMAN RESOURCES MANAGEMENT POLICY

The human resources department's mission is to develop, implement and support programs and processes that add value to the company and its employees.

We will strive towards improved employee welfare, empowerment, growth and retention while remaining committed to key business drivers, management and prosperity for our customers, employees and stakeholders.

## STATEMENT

### Scope

This Policy forms a statement of 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* persons associated with the company.

It is our mission to:

- Develop an attitude of teamwork and quality in our day-to-day operations.
- Create an atmosphere that fosters challenges, fun, safety and cleanliness.
- Seize opportunities that demonstrate excellent execution, a caring attitude and a sense of urgency.
- Reduce waste by vigorously pursuing continuous improvement activities.
- Commit to doing and acting openly, equitably and consistently in our pursuit of uncompromising quality.
- Increase participation in company and community activities while seeking knowledge, enthusiasm and improved quality of life for ourselves, our co-workers and the community.
- Respect team members' values that may be different from our own.
- Accept responsibility for promoting ethical and legal conduct in personal and business practices.
- Communicate candidly and fairly with the diverse workforce from whom our company derives its strength.

### 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 in this respect.

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

**ANNUAL APPROVAL OF CORPORATE POLICIES**

The Policy was approved by the CEO and Managing Director for release.



**Annual Verification**

**Date:** 17<sup>th</sup> June 2022

**Verification Stamp:**

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