



HUMAN RESOURCES POLICY

Version:	01	Effective date:	1 February 2022
Applicable to:	All employees	Control (C):	yes
Approved by:	Board of Directors	Date of approval:	28 January 2022



Introduction and Purpose

Elementum Energy Group (“**Elementum**” or “**Company**” or “**we**”) commits to powering a transition to a carbon-free society with affordable, reliable, sustainable and modern energy. We also commit to ensuring that our environmental, societal, economic and governance decisions benefit future generations.

Our green commitments are at the heart of everything we do, which is why we hire and retain employees who genuinely embrace them. Consistent with our purpose to improve the lives of this and future generations, we are equally committed to improving the lives of our employees.

Our human resources policy (the “**Policy**”) is designed to create a culture in which all our employees feel valued, respected, empowered and inspired to achieve their professional and organisational goals.

The purpose of this Policy is to set out the core principles that we define as crucial in day-to-day activity for ensuring the best working conditions and career opportunities, resolving workplace conflicts and handling complaints.

To ensure fair, equitable and transparent practices, all principles of equal opportunity and anti-discrimination will apply to all procedures underpinned by this Policy.

Scope

This Policy applies to all Elementum employees, regardless of their department and the position they hold.

Where Elementum participates in existing joint ventures as a non-controlling shareholder, Elementum will make the other shareholder(s) specifically aware of the significance of this Policy to Elementum and encourage such shareholder(s) to implement this Policy or one of a similar standard in the joint venture.

For new minority joint venture cooperation under consideration, Elementum will strive to commit the other shareholder(s) to adopt this Policy or one of a similar standard for the joint venture. Elementum may develop a number of procedures and instructions to implement and enforce the obligations undertaken in this Policy and bring it in line with the applicable law.

Policy Statements

1. EMPLOYMENT AND WORKING CONDITIONS

Elementum is committed to treating all employees respectfully, fairly and equitably.

Elementum believes that fair wages, decent, safe, transparent and predictable working conditions, work-life balance, non-discrimination and protection from harassment and violence at work are core elements of a fruitful employment.

2. NON-DISCRIMINATION

Elementum is committed to fostering a climate of diversity and inclusiveness that values, celebrates and leverages differences.

Elementum does not tolerate any form of discrimination against our employees based on race, colour, gender, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status, union affiliation, sexual orientation, age, disability, or other distinguishing characteristics.



3. FORCED LABOUR

Elementum does not tolerate any form of forced labour including bonded labour, indentured labour and slave labour, or human trafficking.

All work is voluntary, and employees are free to terminate their employment at any time without penalty by giving a prior notice in line with applicable law.

4. CHILD LABOUR

Elementum does not tolerate the hiring of children under any circumstances. The minimum age for full-time employment is 18 years.

Elementum will take appropriate measures to ensure the Company does not use child labour, and no contractor or domestic worker with whom a contract has been concluded is under the age of 18.

5. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

Elementum respects employees' rights to form, join or not join a labour union or other organisation of their choice and bargain collectively in support of their mutual interests without fear of punitive actions such as intimidation, harassment or termination of employment.

6. HARASSMENT

Elementum protects employees from any acts of physical, verbal, sexual or psychological harassment, bullying, abuse or threats at the workplace by either their fellow employees or managers.

7. HEALTH, SAFETY AND WELLBEING

Elementum believes that human life has intrinsic value and that the safety, health and well-being of our employees is an inviolable principle of our company.

Elementum promotes a proactive health and safety approach, encouraging all employees to follow appropriate policies and procedures, take responsibility for their own actions and not put themselves or others at risk, identify hazards, eliminate or mitigate the risk of harm whenever possible.

8. RECRUITMENT AND ONBOARDING

Elementum aims to attract, recruit and retain the most talented candidates for the job based on merit.

Elementum treats all candidates fairly and equitably, with respect and courtesy, aiming to ensure that the experience is positive, irrespective of the outcome.

Elementum gives employees the exclusive opportunity to apply for vacant positions to provide development opportunities and career progression at the Company.

Elementum performs new-hire onboarding to help new employees settle into their role, team and company and promote a sense of belonging, loyalty and excitement.



9. EMPLOYEE RELATIONS

Elementum is committed to creating a healthy climate in which employees are valued stakeholders with the power to affect outcomes.

Elementum encourages mutual responsibility for constructive work relationships and communication, information sharing, transparent communication, problem solving, and a safe, neutral process through which differences can be managed.

10. WORKING HOURS, BENEFITS AND LEAVE

Employees must not be required to work more than 40 hours a week, except under the exclusive circumstances and for fulfilling specific role and in any case in accordance with the applicable laws.

Elementum ensures that all employees have the right to annual paid leave of at least the minimum duration or compensation in lieu of annual leave, sick leave, as well as parental leave for employees who have to care for a new-born or newly adopted child as provided by local laws Employees who take such leave will not face dismissal or the threat of dismissal.

11. REMUNERATION

Elementum provides a comprehensive remuneration package that includes market-driven pay that matches the employee’s role and responsibilities and competitive benefits programs based on personal competence and performance.

12. TRAINING AND DEVELOPMENT

Elementum builds and supports a culture where employees can enrol and participate in training and learning opportunities.

Elementum promotes effective career and manpower planning on a medium and long-term basis for the optimum development of both Elementum’s business and the employee’s growth.

This Policy is designed to meet the requirements of:

- local legislation and International Labour Organisation standards;
- IFC Performance Standards, 2012;
- The International Bill of Human Rights and IFC Sustainability Framework, 2011; and
- EBRD Environmental and Social Policy, 2019.

Members of Elementum Energy Group includes:

Elementum Energy Limited; and
Subsidiaries of Elementum Energy Limited.

Body/Function/Individuals	Roles and Responsibilities
Board of Directors	Approves the policy.
Chief Operating Officer	Policy Owner: owns, endorses and ensures the implementation of the Policy.



Drives the implementation of the Policy, provides specific advice on labour and human rights issues and dilemmas, and ensures that labour and human rights issues are identified and addressed. Audits, reviews, measures and reports on labour and human rights performance.

Management, employees and contract workers of Elementum Responsible for adhering to this Policy. Comply with the letter and spirit of the Policy. Engage and take responsibility for ensuring that all initiatives are developed in line with the Policy.

Deviations

No exemptions from this Policy can be granted unless there are exceptional circumstances or the Policy is obviously not applicable. All requests for exemptions must be made in writing to the Policy owner. The Policy owner must assess and decide on each request individually. Exemptions must be duly logged and documented.

Policy Revision

This Policy must be regularly reviewed in order to ensure its continued adequacy and relevance. It may be amended at any time with the approval of the Board of Directors. In the event of any discrepancies between the English version of this Policy and a translated version, the English version will prevail.

Associated Policies and Procedures

- Human Resource Management Procedure;
- Human Resource Development Program;
- Occupational Health and Safety Policy and Procedures.

Contact

For more information, please contact the Chief Operating Officer.