

## **INTRODUCTION AND PURPOSE**

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 resource 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 defined as crucial in day-to-day activity for ensuring the best working conditions and career opportunities, resolving workplace conflicts and handling complaints.

## **POLICY STATEMENTS**

**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 the employment relationship.

**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.

**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.

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

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

**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.

**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.

**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 the Group.

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.

**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 Group.

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.

**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.

**Working hours, benefits and leave.** Employees must not be required to work more than permitted under applicable local laws.

Elementum ensures that all employees have the right to a 24-day annual paid leave or compensation in lieu of annual leave, sick leave, as well as parental leave for employees who have to care for a newborn or newly adopted child as provided by local laws.

Employees who take such leave will not face dismissal or the threat of dismissal.

**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.

**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 optimal development of both Elementum's business and the employee's growth.

## GENERAL PRINCIPLES FOR INTERNAL POLICIES

These General Principles for Internal Policies (the "**Principles**") apply to all policies of Elementum Energy Limited unless the relevant policy includes an express derogation from the Principles approved in accordance with the terms of these Principles.

**Our commitment.** Elementum Energy Limited and its subsidiaries ("**Elementum**", the "**Group**" or "**we**") commit to powering a transition to a carbon-free society with affordable, reliable, sustainable and modern energy-production technology and ensuring that our environmental, societal, economic and governance decisions benefit future generations.

**SDGs 7 & 13.** We believe that fulfilling our commitments helps to address the global challenges and achieve the UN Sustainable Development Goals (SDGs). Elementum embeds the SDGs in its business strategy with SDG 7 'Clean Energy' and SDG 13 'Climate Action' as our key goals.

**Purpose.** The policy sets out general principles to ensure that all Elementum's corporate activities are carried out in a sustainable way, contributing to the achievement of the SDGs, and rejecting actions that contradict or hinder them.

The general principles and set forth in the Policy are further developed and specified in specific environmental, social and corporate governance procedures and other documents.

**Reporting.** We are committed to reporting on our sustainable development policies, goals and progress, striving for the prudent practices to continually improve our sustainability performance and contribute to a more sustainable future.

We commit to transparently reporting our ESG performance to the public, institutions and other stakeholders in the Elementum's sustainability reports.

**Application.** The Principles apply to all employees of Elementum, regardless of their department and the position they hold as well as to outsourced staff.

Where Elementum participates in existing joint ventures as a non-controlling shareholder, the other shareholder(s) must be made specifically aware about the significance to Elementum of the Principles and shall be encouraged to apply the same policy or a similar standard to the joint venture.

**Deviations.** No exemptions from the policy can be granted unless well documented and there are exceptional circumstances or the policy is obviously not applicable.

**Policy Revision.** The 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 Board of Directors. In the event of any discrepancies between the English version of the Principles and a translated version, the English version will prevail.