

People Policy

1. Objectives and scope

This policy is aimed at ensuring full protection of our workforce and removing barriers to equal employment opportunities so as to ensure Lepidico's commitment to adherence to local and international labour laws as well as our Company values.

This Policy applies to all employees, directors, officers, contractors and consultants of Lepidico Ltd and its subsidiaries ("Lepidico").

2. Policy Requirements

We require safe and effective working relationships at all levels in Lepidico.

We respect different cultures, traditions, and employment practices, and share common goals, in particular the elimination of workplace injuries, and are committed to good corporate values and ethical behaviour.

Lepidico employs people based on job requirements and does not discriminate on grounds of age, ethnic or social origin, gender, sexual orientation, politics, or religion. We may favour local employment where local laws require such treatment.

Our operations will be based on zero tolerance for any form of forced, compulsory or child labour directly or through contracted labour. We commit to having a trained work force working in safe, healthy and environmentally responsible ways and enabling employees to develop to the extent of their abilities.

We improve our skills and competencies by regular performance reviews, recognising potential, undertaking education, training and coaching as appropriate, and offering professional development opportunities.

Lepidico expects managers to be models of the highest standards of behaviour. We treat each other and those we deal with externally with dignity, fairness and respect. We prohibit sexual harassment in the workplace; and harassment in the form of bullying, rude, disrespectful behaviour, are not allowed. Lepidico prohibits any threats or acts of violence while conducting business on or off our premises and neither abuse nor misuse our positions or facilities for personal purposes.

We respect our commitments to our colleagues and employer. We work together within and across businesses, cultures and jurisdictions to raise performance.

We implement equitable and transparent remuneration and incentive systems and recognise everyone's right to choose whether they wish to be represented collectively.

We investigate workplace complaints, and we are committed to open and honest communication at all levels of the organisation. Employees are expected to raise questions and concerns and are encouraged to do so through their line of reporting. We have a formal process for anonymously raising workplace complaints; all allegations raised through this process are appropriately investigated and corrective action is taken when required.

We prohibit retaliation toward an employee bringing forward a complaint, grievance, or question.

We live up to the letter and spirit of our code of conduct.

3. Roles and Responsibilities

The Company Secretary is the official custodian of the People Policy and any query regarding the interpretation of this Policy should be directed to the Company Secretary or his/her designate.

4. Communication

This Policy will be brought to the attention of all employees by way of employee induction sessions in the case of new employees and of annual refresher induction sessions which all employees are mandated to attend. This policy will also be shared with contractors and sub-contractors as part of their onboarding.

A summary of this policy will be included in the employee handbook. This policy will be reviewed from time to time to align with any change in legislation or best practices.

5. Review

This Policy shall become effective from the date it is approved by the Board and will be reviewed from time to time to align with any change in legislation or best practices.

References

- a) International Labour Organisation's legal instruments aimed at giving effect to the rights of employees with specific reference to:
 - i. Forced Labour Convention, 1930 (No. 29)
 - ii. Freedom of Association and Protection of the Right to Organise Convention, 1948 (No.87)
 - iii. Right to Organise and Collective Bargaining Convention, 1949 (No. 98)
 - iv. Equal Remuneration Convention, 1951 (No. 100)
 - v. Abolition of Forced Labour Convention, 1957 (No. 105)
 - vi. Discrimination (Employment and Occupation) Convention, 1958 (No. 111)
 - vii. Minimum Age Convention, 1973 (No. 138)
 - viii. Worst Forms of Child Labour Convention, 1999 (No. 182)
- b) IFC Performance Standard 2
- c) IRMA Standard - Fair Labor and Terms of Work
- d) Lepidico HR Manual
- e) Lepidico Human Rights Policy
- f) Lepidico Occupational Health & Safety Policy
- g) Lepidico Code of Conduct