

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the Company to provide equal employment opportunity in conformance with all applicable laws and regulations to individuals who are qualified to perform job requirements. The Company administers its personnel policies, programmes, and practices in a non-discriminatory manner in all aspects of the employment relationship, including recruitment, hiring, work assignment, promotion, transfer, termination, wage and salary administration, and selection for training.

Managers and supervisors are responsible for implementing and administering this policy, for maintaining a work environment free from unlawful discrimination, and for promptly identifying and resolving any problem area regarding equal employment opportunity.

In addition to providing equal employment opportunity, it is also the Company's policy to seek to:

- develop and support educational programmes and recruiting sources and practices that help to facilitate the employment of persons from ethnic minorities and women;
- develop and offer work arrangements that help to meet the needs of the diverse workforce in balancing work and family obligations;
- establish company training and developmental efforts, practices, and programmes that support diversity in the workforce and enhance the representation of persons from ethnic minorities and women throughout the company;
- foster a work environment free from discrimination and/or harassment on the grounds of a person's actual or perceived disability, race, colour, sex, sexual orientation, age, religion or belief.
- make reasonable accommodations to help facilitate the employment of disabled persons, and to enable disabled employees to perform the essential functions of their jobs;
- emphasise management responsibility in these matters at every level of the organisation.

Individuals who believe they have observed or been subjected to discrimination or harassment should immediately report the incident to their supervisor, higher management, or their designated Human Resources Department contacts.

Individuals will not be subjected to harassment, intimidation or retaliation for exercising any of the rights protected by this policy and by applicable laws and regulations.