

Human Resources Policy

Thejo Australia Pty Ltd is committed to establishing and maintaining enduring relationships with our employees which is characterized by mutual respect, active partnerships, and long-term commitment.

Thejo Australia acknowledges that the management of employees and company relationships is fundamental to business success and that mutual respect depends on our understanding of the issues that are important to our employees and our employees understanding what is important to Thejo Australia.

As such, Thejo Australia have put into place appropriate systems, procedures, and controls to identify and assess our employee's rights and obligations in order to manage them effectively.

This Policy supports and covers the following areas, including, but not limited to:

- human Rights including equal opportunity employment (EEO), anti-discrimination and harassment etc.;
- fitness for work including drug and alcohol management, employment medicals, stress management etc.;
- alternative working arrangements such as working from home, flexible working arrangements etc.;

- information, communication, and technology (ICT) requirements such as approved use of social media and Thejo provided ICT devices such as laptops and mobile phones; and
- grievance and issue resolution.

Information on these processes will be made available to personnel via the provision of onboarding documentation and information such as the Thejo Australia's Employee Handbook and Company induction.

Thejo Australia management and supervisors shall be responsible for ensuring this Policy is adhered to.

Non-compliance with this Policy may result in disciplinary action which could include termination of employment.

Approved: 08/01/2021

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Shine James
Managing Director