

# **People Policy**

Magseis Fairfield is dependent upon the accomplishments of our employees and contractors. Our ambition is to build a workplace culture that encourages every person to thrive, perform and develop.

We are committed to:

## 1. Facilitate the success of all our employees

We believe our people are a competitive advantage. The learning and development, succession planning and a talent pipeline are important factors to support, maintain and develop our competitive advantage. In collaboration with our employees we establish, communicate, and monitor meaningful performance objectives, with an ambition to outperform. Our employees like to take responsibility and have a commercial and client focused mindset. This leads to success for both employees and Magseis Fairfield. We encourage our employees to incorporate best practices and our values into all areas of their personal behaviour and work performance.

## 2. Treat all people with respect

We are committed to an environment and culture where employees engage collaboratively and respectfully. We welcome a collaborative environment where we can challenge each other and turn good ideas into great ideas. We welcome fellow employees to share problems. We recognize that a shared problem is the first step towards finding a solution. We agree where we are headed before we start walking. We do not discriminate based on national origin, race, color, religion, gender, ancestry, genetic information, sexual orientation, disability, age, or any other attribute protected by law, regulation, or ordinance. Harassment in any form is not tolerated. We prohibit any threats or acts of violence while conducting business on or off company premises.

## 4. Make fair employment decisions

We seek to recruit, place, promote, reward, and retain employees based on their qualifications and performance. This includes experience, merit, and other work-related criteria. We establish procedures that promote equitable and transparent recruitment and promotion practices.

## Value diversity and promote inclusive work environment

We welcome employees from a wide variety of backgrounds. We desire a work environment where all employees feel valued and are encouraged to contribute to their fullest potential.

#### 6. Communicate openly and honestly

We encourage open and honest communication at all levels of the organization. Employees are encouraged to raise questions and concerns to their manager or supervisor. We also have a formal process for anonymously raising workplace complaints; all allegations raised through this process will be appropriately investigated and corrective action taken as merited. We prohibit retaliation toward an employee bringing forward a question, compliant or grievance.

Encourage major suppliers and contractors to maintain similar people policies and programs.

## 3. Practice fair and equitable compensation

To recruit, engage and retain the best people we must provide an attractive workplace with competitive and consistent compensation.

Carel Hooijkaas CEO

12th March 2021