

HUMAN RESOURCES POLICY



TRAC International Ltd and subsidiary companies (TRAC) recognise that we need to attract and maintain high standards of personnel at all levels to deliver high quality services and products to our customers.

As such, we are committed to ensuring that TRAC provide a desirable place to work, where personnel feel valued and supported in their roles. To achieve this, we have developed various HR processes, as briefly outlined below. TRAC's staff handbooks provide further guidance on all the topics listed below and additional policies.

Professional Development - Personnel are encouraged and supported to progress and develop both professionally and personally through the provision and support of appropriate training and development opportunities, identified and discussed on an individual basis. All personnel shall complete a regular appraisal.

Family Support - We are committed to supporting any personnel who are pregnant, have just had a baby, have adopted a child or have a partner who has just had a baby or adopted a child, in accordance with all current legislation. We are sympathetically committed to supporting any personnel who have suffered a loss of a child and managing time off work in accordance with all current legislation. We are committed to providing a workplace which protects the health and safety of new and expectant mothers. We are also committed to supporting parents, guardians and/or carers who have a child under the age of 18 years, in accordance with current legislation.

Work-Life Balance - We recognise that people who are happy and healthy at work are most effective. To this end we aim to provide a positive working environment and operate in accordance with policies that minimise work-related stress. Where possible, and appropriate to the role, we will consider requests for flexible working. All staff may request flexible working.

Equality, Diversity and Inclusion - We are committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination, in full compliance with the Equality Act 2010. We aim to:

- Have a workforce that is truly representative of all sections of society and for each employee to feel respected and able to give their best.
- Be a company which, in providing goods and services, is also committed against unlawful discrimination of customers or the public, as well as of our employees.
- Foster good relations between people who share a protected characteristic and those who do not.
- Have inclusive and accessible recruitment processes.
- Welcome and accommodate disabled candidates to apply and attend interviews.
- Support both new employees who disclose a disability upon commencement of employment and existing employees who receive a disability diagnosis during their employment. Input from our company appointed doctor or an employee's own GP may be required for the consideration of any reasonable work adjustments.

Bullying and Harassment - We are committed to providing a safe working environment, free from bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. Discriminatory behaviour is not tolerated. We will take seriously any complaints received of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers or any others in the course of our work activities. It is recognised that such behaviour is unacceptable, may be harmful, and, in some cases, against the law. All staff should understand that they, as well as TRAC, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

Fair Practices - Fair and reasonable disciplinary and grievance processes are in place, in accordance with current legislation. Each case will be considered on its own merits. Issues arising in relation to

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any of the areas noted above will be handled in accordance with our disciplinary and grievance processes.

ASSOCIATED POLICIES:

Company Policy	Drug & Alcohol Policy	Employee Health Policy
Anti-Bribery & Corruption Policy	Internet & Social Media Policy	Whistleblowing Policy

For and on behalf of TRAC International and subsidiary companies:

Managing Director	K. Stephen	Signature
Date	15 th February 2023	

A handwritten signature in black ink, appearing to be "K. Stephen", written over the signature box of the table.