Scope

- CalaChem provides industrial services and utilities through separate business entities; **Earls Gate Waste Treatment Ltd., Earls Gate Industrial Services, Earls Gate Utilities and Earls Gate Development**
- All CalaChem entities conform to the CalaChem central group operating procedures and practices, including the established Safety Management System, Quality Management System and the Environmental Management System
- All business units associated with CalaChem will have their HR function provided and managed exclusively and centrally by CalaChem Ltd HR, and with reference to CalaChem rules, procedures and processes

Our Commitment to Human Resources

- The Human Resources policy sets out CalaChem's ethos to ensure that a consistent and fair approach is undertaken by all managers, supervisors and employees across the organisation.
- CalaChem is committed to ensuring that all employees are treated fairly and that they are valued for the work they carry out.

Human Resources Standards

- There are specific procedures that follow on from this policy which sets out the Core Values of CalaChem with regard to standards, terms of employment and employee development.
- It may be necessary to change these procedures from time to time to reflect changes in the workforce, employment trends, economic conditions and legislation.
- Any changes in policy will be consistent with CalaChem's approach to:
  - **High-Performance:** Proactively attracting new high calibre people and retaining established high-performing individuals who will support and contribute to achieving CalaChem's business objectives.
  - **Competence:** Ensuring staff have the time, skills and qualifications they need to achieve excellence in their role.
  - **Fair:** Assuring our approach to performance management, reward, recognition and promotion is fair, transparent and understood by all.
  - **Diversity:** Valuing diversity and assure equal employment opportunity and a workplace where relationships are based on mutual respect.
  - **Respect:** Treating all employees, workers, contractors and customers in a professional, non-discriminatory manner.
  - **Safe:** Providing safe, effective working conditions.
  - **Competitive:** Providing competitive terms and conditions in our workplace market.

Communication

- Any policy changes will be communicated to all staff through normal communication channels.
- Our Human Resources Policy is available to external interested parties upon request.

Angus Gray, Managing Director
CalaChem Ltd, EGWT, EGIS, EGD, EGU