



Human Resources Policy

1. Introduction This document outlines the Human Resources policies for Central Plains Group Limited, a company based in the UK with subsidiaries LLC Strong Energy Zakhid and LLC Central Plains Group Ukraine. Our policy aims to support the strategic objectives of the organization while ensuring a professional and ethical working environment.

2. Objective The objective of this HR policy is to standardise HR management practices across all locations, promote fairness, support professional development, and ensure compliance with all applicable employment laws in the UK and Ukraine.

3. Employment Policies

- **3.1 Equal Opportunity Employment:** We are committed to providing equal employment opportunities and treating all employees and job applicants fairly and without discrimination.
- **3.2 Employee Recruitment:** Recruitment processes will be conducted transparently and based on merit. We ensure that all hiring practices are compliant with local laws and reflect our commitment to diversity and inclusion.

4. Working Conditions

- **4.1 Working Hours and Overtime:** Employees will adhere to the standard working hours applicable in their respective countries. Overtime will be compensated as per local labour laws.
- **4.2 Salary and Wages:** Salaries will be competitive and commensurate with industry standards. Pay scales are determined by the role, experience, and qualifications of the employee.

5. Health and Safety

- **5.1 Safety Standards:** All operations will adhere to the highest safety standards. Regular training on safety procedures and proper use of safety equipment will be provided.
- **5.2 Health Policies:** We will provide a healthy work environment and, where applicable, medical facilities or resources to ensure the well-being of all employees.

6. Professional Development

- **6.1 Training Programs:** Continuous learning and development opportunities will be provided to enhance employee skills and support career advancement.
- **6.2 Performance Management:** Performance reviews will be conducted annually to discuss employee achievements, potential areas of improvement, and career aspirations.

7. Code of Conduct

- **7.1 Workplace Behaviour:** All employees are expected to conduct themselves professionally and ethically in all business dealings and interactions.
- **7.2 Anti-Discrimination and Harassment:** We strictly prohibit any form of discrimination or harassment. A clear procedure for reporting and addressing such issues will be maintained.

8. Employee Benefits

- **8.1 Benefits Package:** Employees will receive benefits that may include health insurance, retirement plans, and paid time off, consistent with local market conditions and laws.
- **8.2 Family and Medical Leave:** Employees are entitled to family and medical leave in accordance with local employment laws.

9. Grievance Redressal

- **9.1 Reporting Mechanisms:** A clear and confidential process will be available for employees to report grievances regarding workplace issues or conflicts.
- **9.2 Resolution Process:** All grievances will be addressed promptly and impartially, with the aim of achieving a fair resolution.

10. Policy Administration

- **10.1 Responsibility:** The HR department is responsible for the implementation, periodic review, and updating of this HR policy.
- **10.2 Compliance:** All employees are required to comply with this policy. Non-compliance may result in disciplinary action, up to and including termination of employment contracts.

11. Policy Review This policy will be reviewed annually to ensure it remains relevant and compliant with all current laws and best practices.

This HR policy ensures that Central Plains Group Limited operates fairly and lawfully, providing a supportive and safe working environment for its employees while aligning with business objectives and compliance requirements.