

EMPLOYMENT POLICY

English Press Limited is an equal employment employer and is committed to be the employer of choice. Our employment practices ensure that employees are treated justly, with respect, differences and achievements are recognized. Equality of opportunity and dignity at work are essential in helping all employees to develop their full capabilities. By embracing diversity in all aspects of our business, we ensure a positive, inclusive working environment for employees throughout the organization.

We pursue our commitment to be the employer of choice by:

- Compliance with all relevant statutory & regulatory requirements.
- Recruiting employees who are above the national legal age of 18 years.
- Recruiting employees with the skills, experience and commitment to meet our clients' and the organization's current and future needs.
- Employment relationships shall be voluntary and based on mutual consent, without the threat of a penalty. There will be no any form of forced and compulsory labour within EPL.
- Maintaining appropriate controls to ensure that recruitment is properly planned and executed, and those qualifications, experience and right to work are validated: selecting employees on the basis of open, objective criteria.
- Investing in the skills and capabilities of our employees, with an emphasis on the responsibility of each employee to take ownership of their own development.
- Providing every employee with the opportunity for a Performance and Development evaluation.
- Respecting employees' freedom of association and the effective right to collective bargaining.
- Promoting diversity at every level and in every area of the organization.
- Maintaining a safe, healthy and secure working environment.
- All employees individually have a responsibility for their own and their colleagues' health and safety and must comply with all applicable OHS standards, laws and regulations.
- Investing in employee training & development and enhancing their ability to work safely.
- Engaging actively with employees through regular and open communications, providing an opportunity for feedback.
- Ensuring employment contracts align with EPL Code and Policies and provide for disciplinary procedures in the event of any breach.
- Ensuring that complaints, grievances and concerns are dealt with promptly and confidentially as per the grievance procedure.
- Employees shall be encouraged to report and discuss, on a confidential basis, any problem associated with or arising out of their employment.

EPL is committed to this policy and shall look to its employees' support and professionalism in making it truly effective. This Policy shall be monitored and reviewed for continuous relevance and suitability.



Shreeti Patel
Chief Finance Officer
August 2025