



**CITICORE  
RENEWABLE  
ENERGY**

## **HUMAN RESOURCES AND ADMIN**

### **Operational Procedure**

### **HUMAN RIGHTS POLICY**

**Document Code, Rev: 01**

**Effective Date: May 10, 2023**








## VERSION HISTORY

Rev. No.	Rev. Date	Description of Change	Author / Originator
00	March 10 2017	Initial Issuance	Lalaine Rosales
01	May 10, 2023	Change in Formatting	Jeffrey Canosa

	Name	Position	Signature	Date
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## **1.0 OBJECTIVES**

To define the company's commitment to respect Human Rights guided by the International human rights principles encompassed by the Universal Declaration of Human Rights, including those contained within the International Bill of Rights and the International Labor Organization's 1998 Declaration on Fundamental Principles and Rights at Work.

## **2.0 COVERAGE**

2.1 This policy covers all employees across the Citicore Power, Inc.

## **3.0 POLICY STATEMENTS**

### **3.1. Respect for Human Rights**

The Citicore Group core principle is respect for human rights. In our dealings with our employees, suppliers, and home communities, we fully respect and promote human rights in accordance with the UN Guiding Principles on Business and Human Rights. We emphasize treating individuals with dignity and respect inside our organization. We commit to review and update policies and procedures on a regular basis to proactively recognize, mitigate and respond to unfavorable Human Rights impacts with which we are possibly included. We are dedicated to complying with pertinent laws and implement controls wherever we operate. When national law and international human rights standards conflict, we will follow the higher standard; when they conflict, we will follow national law while striving to respect international human rights to the greatest extent possible.

### **3.2. Diversity and Inclusion**

We support and advance the diversity people with whom we work and their contributions they make in the organization. We have a long-standing commitment to equal opportunity and intolerance of discrimination and harassment. We are dedicated to maintaining workplaces that are free from discrimination or harassment on the basis of race, sex, color, national or social origin, religion, age, disability, sexual orientation, gender identity, marital status, or any other status protected by the laws. Qualifications, performance, skills, and experience serve as the basis for recruitment, hiring, placement, development, training, remuneration, and promotion at the Company. Regardless of personal characteristics or status, Citicore does not tolerate disrespectful or inappropriate behavior, unjust treatment, or retaliation of any form. Harassment in the workplace and in any work-related situation outside of the office is not tolerated.

### 3.3 Freedom of Association and Collective Bargaining

We respect our employees' right to join, form or not join a labor union, associate or not associate with third-party organizations, seek representation, bargain or not bargain collectively in accordance with the laws, without fear of reprisal, intimidation or harassment. We are committed to establishing a constructive dialogue with their freely chosen representative where they are represented by a legally recognized union.

### 3.4. Child Labor

Inside our organization, we prohibit hiring of individuals that are under eighteen (18) years of age. Employees must meet the minimum age requirement set by the laws.

### 3.5 Work Hours, Wage and Benefits

We operate in full compliance with applicable wage laws, work hours, overtime hours and legally mandated benefits. We are committed to compensating our employees competitively relative to the industry and local labor market.

### 3.6 Workplace Health and Safety

Our employees' safety and well-being are of the utmost priority to us. We ensure to provide and maintain a safe, healthy, and productive workplace by addressing and resolving identified risks of accidents, injury, and health impacts.

### 3.7 Workplace Security

We are dedicated to ensuring a workplace free of violence, harassment, intimidation, and other harmful or disruptive situations. Employee security safeguards are provided, as needed, and are maintained with respect for the privacy and dignity of employees.

### 3.8 Healthy Lifestyle

We are dedicated in promoting overall well being for our employees by providing core wellness programs and information campaigns to support a healthy lifestyle.

#### **4.0. IMPLEMENTING GUIDELINES**

4.1. All employees are expected to follow the spirit and intent of our guiding principles to ensure respect for Human Rights. These principles are an integral part of other related policies, including the Company Code of Conduct.

4.2. We regularly review and update the progress on our efforts, and publicly communicate the results. If any employee believes that someone is violating the Human Rights Policy or the law, they are asked to report it to the Human Resources & Admin Department where we will review the concern and conduct an appropriate investigation. Concerns can be reported through Employee Power Note QR code anonymously, if desired.

4.3. A copy of this policy will be provided internally and externally. It will be communicated to our employees, shareholders, contractors, and suppliers.

#### **5.0 EFFECTIVITY CLAUSE**

5.1 This process shall take effect upon approval and shall continue to be enforced unless superseded by new processes and guidelines.