



Century's Human Resource Policy

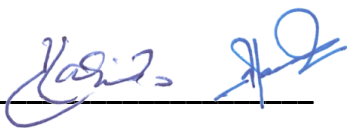
At Century, our employees are at the heart of our success. We are dedicated to creating a work environment that values diversity, nurtures talent, and upholds the highest ethical standards. This Human Resources Policy outlines our commitment to fostering a culture of excellence, growth, and well-being for our workforce.

- 1. Equal Opportunity and Diversity:** Century is committed to providing equal employment opportunities and maintaining a diverse workforce. Discrimination based on race, gender, religion, age, disability, or any other protected characteristic will not be tolerated in recruitment, employment, or advancement opportunities.
- 2. Employee Development and Growth:** We are dedicated to fostering a culture of continuous learning and growth. Employees will be provided with opportunities for skill enhancement, training, and career advancement to ensure their professional development aligns with the Company's goals.
- 3. Health and Safety:** The well-being of our employees is of paramount importance. We strive to maintain a safe and healthy work environment, complying with all relevant health and safety regulations, and implementing proactive measures to prevent accidents and ensure employee well-being.
- 4. Performance Management:** A fair and transparent performance management system is in place, where employees' contributions are regularly evaluated and feedback provided for improvement. Performance evaluations guide promotions, rewards, and opportunities for development.
- 5. Compensation and Benefits:** Employees will be compensated competitively based on their roles, responsibilities, and market standards. Additionally, we offer a comprehensive benefits package that includes health insurance, retirement plans, and other wellness programs.
- 6. Work-Life Balance:** We recognize the importance of work-life balance and offer flexible work arrangements, where feasible, to accommodate individual needs without compromising productivity or service quality.



7. **Ethical Conduct:** All employees are expected to adhere to the highest ethical standards in their interactions within the Company and with external stakeholders. Any form of harassment, discrimination, or unethical behavior will not be tolerated.
8. **Confidentiality and Data Protection:** Employees are entrusted with confidential information. They are required to maintain strict confidentiality and adhere to data protection regulations, ensuring sensitive information is handled securely.
9. **Grievance and Conflict Resolution:** An effective mechanism for addressing grievances and conflicts is in place. Employees can express concerns without fear of retaliation, and the Century Paper & Board Mills will take appropriate measures to resolve issues promptly.
10. **Sustainability and Social Responsibility:** Century is committed to contributing positively to the community and environment. We encourage employees to participate in volunteer initiatives and support sustainable practices in our operations.

This Human Resources Policy reflects Century's commitment to fostering a supportive, diverse, and ethical work environment, ensuring the growth and well-being of our valued employees while upholding our company values.

Prepared By : 

Version No : 01

Approved By : 

Effective From : 01-07-2024