



MPRL E&P Pte Ltd.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

DOCUMENT NO. : MPRL E&P/HR/004/2018/00
DOCUMENT TITLE : Equal Employment Opportunity Policy
AUTHOR : HR Manager and Corporate Affairs Manager
DATE : 23 February 2018
APPROVED BY : Senior Management of MPRL E&P

OBJECTIVE

MPRL E&P believes that our employees are our greatest asset and strives to attract and retain the best talent. MPRL E&P is committed to the principle of equal employment opportunity for all job applicants, prospective employees, and current employees and to providing a workplace free of discrimination and harassment. The objective of this policy is to ensure that all aspects of employment are governed on the basis of merit, competence, and qualifications related to the requirements of the position.

APPLICABILITY

MPRL E&P expects active participation in achieving its equal opportunity goals and commitments by all employees and managers, regardless of corporate hierarchy, are responsible for performance, across the business value chain.

Breach of the MPRL E&P Equal Employment Opportunity Policy may result in disciplinary action, up to and including dismissal. MPRL E&P reserves the right to amend or update this policy as required from time to time.

COMMITMENT

To achieve our equal employment opportunity objectives, MPRL E&P will:

- Employ a zero tolerance approach to discrimination and harassment.
- Recruit, hire, train, and promote persons in all job classifications, and ensure that all other personnel actions are administered, without regard to race, religion or belief, sex (including pregnancy), national, social or ethnic origin, age, disability, sexual orientation, marital status, or any other status protected by the laws or regulations in the locations where we operate.
- Prevent unlawful, direct and indirect discrimination or harassment, based on any of these characteristics.
- Apply an effective recruitment and selection process to safeguard against discrimination in hiring new employees.
- Implement an effective performance management process to safeguard against discrimination during employment.
- Extend our best efforts in all the communities in which we operate to identify and develop broad sources of applicants and to promote the fair and effective use of such sources in all of our employment activities.
- Promptly investigate and handle complaints of discrimination or harassment in accordance with the MPRL E&P Grievance Policy. Retaliation against any employee or applicant for making a complaint or assisting in an investigation will not be tolerated.



MPRL E&P Pte Ltd.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

CONTINUED

ACCOUNTABILITY

MPRL E&P Executive Management is accountable for the MPRL E&P Equal Employment Opportunity Policy. Human Resources Department is responsible for implementation, administration and record keeping.

REVIEW, MONITORING AND REPORTING

This policy will be reviewed every two years to ensure that it is aligned with changes in our business and external environment, including changes in the national context and legal requirements. Policy awareness trainings will be provided to all employees within MPRL E&P to increase awareness. Occasionally, policy reinforcement trainings will be provided as and when required.