

Human Resource Policy

Definition

The objective of our Human Resource Policy is to enable KIPAY to achieve its company goals and ensuring an engaging work environment for our people.

We want KIPAY to be known as a dynamic company that recognizes talented people with opportunity and challenges. Our culture should help realize the potential of our employees and the organization as a whole.

Applicability and Scope

This policy outlines the principles of KIPAY's HR processes and is applicable to all KIPAY employees. It aims to secure a professional and coherent way of supporting our employees throughout their employment lifecycle.

Responsibilities as a KIPAY employee

KIPAY employees are responsible for achieving agreed goals – supporting colleagues, and contributing to reaching the goals of the team and the company.

As stated in Health, Safety, Security, Environment (HSE) policy, employees are responsible for their own health, security and safety and shall cooperate and contribute to the creation of a safe, secure and healthy working environment and to the achievement of the company's environmental obligations and goals.

Employees are principally responsible for their personal and professional development, using the support provided by KIPAY.

Responsibilities as a KIPAY leader

Leaders in KIPAY are also responsible for implementing our policies, by actively leading, promoting and supporting the development of their employees and organization.

Leaders are charged with realizing the organization's potential. They should communicate our vision and goals, and ensure employees understand what is expected of them, giving regular, constructive feedback on their performance. Leaders should ensure that they develop the organisation aligned with the company's needs and goals.

Together with their employees, leaders should ensure that the employees possess or develop the competence to carry out their current duties. Additionally, leaders are expected to possess relevant knowledge and be open about applicable working conditions and workers' rights as well as to ensure the provision of information about local health and safety challenges.

Recruitment

Recruitment and selection should be in line with the needs identified during strategic workforce planning process. Recruitment and selection methods shall be used to objectively assess candidates' abilities and skills necessary to perform the role being recruited for.

Introduction and Onboarding

All new employees should feel welcome and included when they start to work for KIPAY. Upon start, all new employees should have access to relevant information and learning to succeed in their new role.

Employee Performance & Development

Employees should contribute to a performance culture in KIPAY that helps drive results through continuous improvement and significant step change. This requires that all employees know what is expected of them and why their contribution is important.

Organizational Development

Should it be necessary to reduce the workforce, the process should comply with relevant legislation and agreements.

Monitor

To measure and follow up organizational development and employee engagement a monitor program should be used at all levels in the organization.

Exit

All employees voluntarily leaving KIPAY should be invited to provide feedback on their overall work experience at KIPAY.

Diversity & Inclusion

KIPAY believes that diverse and inclusive teams enable higher levels of innovation, a culture of learning, improved understanding, compliance and cultural awareness.

Minimum working conditions

Working hours should be in accordance with local law or agreements. Where operation makes it necessary to differ from this, measures should be taken to secure sufficient time for rest between each working period, and the actual working hours should be in line with the intentions and agreements.

Employees are entitled to medical treatment covered by the company in the event of sickness or injury resulting directly from their work in KIPAY.

In addition, employees should be protected from being dismissed due to pregnancy or responsibility for new-born children, consistent with local customs and laws.

KIPAY does not accept child labour and will not employ children below the age of 18. KIPAY shall not employ forced labour.