



# People Policy

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# Document Information

<b>Function:</b>	Human Resources
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<b>Prepared by:</b>	Michelle Chalmers on 12 March 2025
<b>Reviewed by:</b>	Lisa Mackie on 13 March 2025
<b>Authorized by:</b>	Thomas Aas Saethre on 14 March 2025
<b>Document description:</b>	To provide a framework for top management's commitment to Modern Slavery

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## Policy

### Policy Overview

Vysus Group aspire to be an employer of choice with a workplace culture that lives and breathes our core values of Trust, Passion, and Partnership, providing an inclusive, engaging, and rewarding employment experience. Our people are our organization, and to succeed and deliver for all our stakeholders, we want to attract, develop, and retain a talented workforce.

This policy applies to all employees of Vysus Group entities. The HR function is accountable for ensuring all people-related policies and procedures are developed and documented at a country or area level. All HR policies and procedures comply with local employment legislation.

### Policy Principles

#### Employee Contracts and Offers of Employment

All Vysus Group employees (and contractors where appropriate) will have a legally compliant contract (or an offer of employment, or both, as may be appropriate), and appropriate employment record systems will be in place to ensure that these are satisfactorily retained throughout the duration of the employee's tenure.

#### Discipline

Vysus Group set high expectations for employee conduct and performance at work. Disciplinary rules and procedures help the business achieve this objective and provide the employee with clear guidance and expectations. Where there are alleged failures to adhere to a satisfactory level of conduct or where performance falls below expectations, Vysus Group will act in a fair and reasonable manner to address these with a goal towards improvement. Vysus Group have formal disciplinary procedures aligning with and adhering to local legislation and regulations.

#### Grievances

Vysus Group seek to resolve grievances fairly and speedily. Wherever possible, we seek to resolve grievances through informal discussions. Vysus Group have grievance procedures aligning with and adhering to local legislation and regulations. Vysus Group encourage employees to raise with their line management or HR any concerns about their work, working environment, or working relationships.

#### Harassment, Sexual Harassment and Workplace Bullying

Vysus Group maintains a zero-tolerance policy for all forms of harassment, including sexual harassment and workplace bullying. Any complaints of this nature will be taken seriously, promptly investigated, and handled with the utmost confidentiality and respect. Harassment, sexual harassment and bullying are serious disciplinary offences, and if confirmed through investigation, it may result in dismissal.

#### Equal Opportunities and Diversity

Vysus Group are committed to a policy of equal opportunities in all aspects of employment practice, not only because we recognize our legal obligations but because as an organisation, we believe it is right. It is our policy to promote equality of opportunity in all stages of employment, from recruitment to departure, regardless

of race, religion or belief, political opinion, colour, ethnic origin, age, nationality, marital/parental status, sex, gender, sexual orientation, disability, or any other category that may be protected by applicable law.

## Working Hours

Vysus Group's employing entities have an obligation to provide a safe working environment for their employees around the world. This includes employees' working hours and working patterns. To safeguard employees' health, safety, and wellbeing, we implement guidelines to achieve this and encourage employees to take the annual leave to which they are entitled.

## Drugs and Alcohol

Vysus Group's employing entities are committed to providing a safe, healthy, and productive working environment for all employees. No one should attend or undertake work when their performance is impaired by alcohol or other drugs, legal or illegal, prescribed or otherwise. No one should possess, use, or transfer illegal drugs, drug paraphernalia, or other substances on Vysus Group's premises or on premises controlled by clients or third parties.

Authorised by

14 March 2025

Thomas Aas Saethre,  
Chief Executive Officer

A handwritten signature in blue ink, appearing to read 'TAS', with a horizontal line extending to the right.

Vysus Group Holdings Limited