

## Human Resources Policy

Catalyst Handling Resources is committed to the provision of a values framework to manage and develop its human resources. People are our most valuable asset and we actively promote behaviors consistent with our Code of Conduct. Catalyst Handling Resources is an equal opportunity employer and is committed to the elimination of discrimination and harassment in the workplace.

Catalyst Handling Resources is a team focused organization that is characterized by:

- Collaborative relationships;
- Open communications;
- Courteous, efficient and effective services; and
- Flexibility for fairness and integrity.

Catalyst Handling Resources recognizes that effective human resource management is determined by our ability to satisfy employee needs for skills and knowledge, and therefore encourages a work environment that allows for the wellbeing and full development of our people. This recognition increases Catalyst Handling Resources' ability to achieve corporate goals, manage change and extend organizational competence in order to meet our obligations to all stakeholders.

This Policy will ensure that the Human Resources values framework incorporates four key principles:

- Communication – Management and staff will promote an environment where the principles of open communication will be upheld.
- Opportunity – Management and staff will promote a work environment that provides individuals with the opportunity and support to improve work practices.
- Innovation – Management and staff will promote an environment to encourage initiative leading to flexibility and growth.
- Individuals – Management and staff acknowledge the importance of each individual's contribution to the business by recognizing their qualities, strengths and abilities and sharing these across the organization.

This policy will be reviewed periodically to ensure its relevance to the organization

**CHR Board of Directors**