

## INTRODUCTION

At Alligator Energy we are committed to providing a values-based, high performing workplace culture that develops staff and ensures every person is supported to thrive.

## PURPOSE

The purpose of this policy is to:

- Create a structured approach to ensuring that all employment activities, communications, and actions at Alligator Energy are carried out with integrity, fairness, and respect.
- Ensure compliance with all applicable laws, regulations, standards, and industry good practices.
- Foster an environment of diversity, inclusivity, and ongoing learning, while aligning with the requirements of Australian employment legislation, including the Fair Work Act, anti-discrimination legislation, and workplace health and safety standards.
- Create a performance-based culture of continuous improvement and sustainability.
- Provide the framework for People and Culture related management systems including management plans, procedures, and forms etc.

## SCOPE

This policy applies to all Alligator Energy's employees.

## RESPONSIBILITIES

- Senior Management and personnel responsible for People and Culture (HR) are responsible for policy implementation, providing resources, and setting an example in people and culture practices.
- People Managers are responsible for applying the People and Culture policy fairly and consistently within their teams and addressing policy violations appropriately.
- Employees are required to adhere to the policy and to contribute to a positive workplace culture.

## PRINCIPLES & COMMITMENTS

Our key principles and commitments include:

- Treating all people with respect.
- Fostering an equitable, diverse, and inclusive workplace.
- Clearly articulating our values and incorporating these into our interactions with our customers, contractors, visitors and the community.
- Providing a workplace that is free from stigma, discrimination and any form of intimidation, violence, harassment (sexual or other) or bullying of any kind.
- Establish a performance framework linked to an employee's role and responsibilities and provide formal and informal feedback on a regular basis
- Addressing the root cause of performance issues and workplace allegations in a timely manner, fairly, transparently and without bias.
- Developing a resilient workforce by maintaining a supportive network to assist and empower our people to do their job.
- Complying with all relevant people related legislation, policies, corporate standards, agreements, and other relevant requirements; and
- Establishing a work environment with conditions that motivate people to strive to achieve to their full potential.

## REVIEW & MONITORING

This policy will be reviewed on a three yearly basis to ensure it remains relevant and effective in guiding the Alligator Energy's operations. Feedback from employees, customers, and other stakeholders will be considered in the review process.

Approved by the Board of Directors  
19 June 2024