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# HUMAN RESOURCES POLICY

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## Introduction

**At Nofar Energy, we recognize that our employees are our most valuable asset. This Human Resources Policy is designed to ensure fair, consistent, and effective management of our workforce. Our goal is to create a positive work environment that promotes excellence, innovation, and mutual respect.**

## Scope

This policy applies to all employees, contractors, and temporary staff of Nofar Energy and its subsidiaries.

## Objectives

1. Ensure fair and equitable treatment of all employees.
2. Promote a safe, inclusive, and respectful work environment.
3. Provide clear guidelines for employee management and development.
4. Support compliance with all applicable laws and regulations.

## Key Policies and Procedures

### 1. Recruitment and Selection

- Nofar Energy is committed to hiring the best-qualified candidates while promoting diversity and equal opportunity.
- All job openings will be advertised internally and externally.
- The selection process will be based on merit, qualifications, and job-related criteria.

### 2. Onboarding and Orientation

- New employees will receive a comprehensive orientation to introduce them to the company culture, policies, and their specific roles.
- Onboarding programs will include training on job-specific skills, health and safety, and company policies.

### 3. Employee Development and Training

- We are committed to the continuous development of our employees through training, workshops, and career development programs.

- Performance reviews will be conducted regularly to assess employee performance and identify development needs.

#### 4. Compensation and Benefits

- Nofar Energy offers compensation packages that are aligned with industry standards and employee roles.
- Benefits may be personalised to each employees, and will be inline with the regulation and law in each country we operate in.

#### 5. Workplace Conduct and Ethics

- All employees are expected to adhere to the highest standards of ethical conduct and integrity, inline with Nofar's code of ethics.
- Harassment, discrimination, and any form of workplace violence will not be tolerated.
- Employees must comply with all company policies, procedures, and applicable laws.

#### 6. Health and Safety

- The safety and well-being of our employees are paramount. We are committed to providing a safe work environment.
- Employees are required to follow all health and safety guidelines and report any hazards or incidents immediately, all according to the safety and Emergency Preparedness and Response Plans.

#### 7. Equal Opportunity and Non-Discrimination

- Nofar Energy is an equal opportunity employer. We do not discriminate based on race, colour, religion, gender, sexual orientation, national origin, age, disability, or any other protected characteristic.
- We are committed to creating a diverse and inclusive workplace.

#### 8. Leave and Time Off

- Employees are entitled to various types of leave, including vacation, sick leave, parental leave, and other statutory leave entitlements.
- The specific details of leave entitlements are outlined for each employee.

#### 9. Grievance and Dispute Resolution

- Employees are encouraged to raise any concerns or grievances through the established grievance mechanism.
- All grievances will be addressed promptly and fairly, with a commitment to resolving issues at the earliest stage possible.

## 10. Termination and Offboarding

- Termination of employment may occur due to resignation, staff reductions, retirement, or dismissal.
- Offboarding procedures will include exit interviews, return of company property, and final settlement of dues.

## Review and Compliance

- This policy will be reviewed regularly to ensure it remains current and compliant with all applicable laws and regulations.
- Any changes to the policy will be communicated to all employees in a timely manner.

## Contact Information

For questions or concerns about this policy, please contact the Human Resources Department at [hilla@nofar-energy.co.il](mailto:hilla@nofar-energy.co.il)