

Purpose

This document specifies the guidelines to all human resources activities that contribute to the competence, awareness and qualification of employees.

General

The mission of Elcam's Human Resources department is to promote and develop the organization's human resources, to assimilate a beneficial organizational culture for employees at all levels of the organization, to maintain a safe, growth promoting organizational climate, with the aim of contributing to the improvement of the performance, development and growth of Elcam Medical and its employees.

Equitable, appropriate and legal employment

- As a law-abiding organization, we are committed to protect the rights of our employees in all areas. We commit to pay wages according to all applicable territorial laws, including the social rights enshrined by law.
- Elcam Medical does not and will not allow child labor or forced labor, prohibits and opposes human trafficking and is committed to working with organizations that prohibit these acts as part of their policy.
- Discrimination of our workers and job candidates is prohibited based on religion, race, nationality, gender, sexual orientation, skin color, age, disability, etc.
- We encourage maintaining a work- life balance in a variety of ways and are open to adapt solutions for employees where possible.

Diversity and Inclusion

- Elcam Medical, as an organization operating in Israel and worldwide, is committed to diversity and inclusion in all areas of recruitment and employment.
- We respect all human beings regardless of who they are and promote the diversity and inclusion from all parts of society. We actively work to recruit workers from disadvantaged populations, and settlements located near Elcam facilities.

- We strive for a balance between genders in all of our organizational positions, including senior management and the board of directors.
- We make sure to pay fair salaries, according to the applicable laws no lower than minimum legal standard, without discrimination of religion, race, gender etc.
- We greatly value the relations between the organization and our employees' varied communities, and work to strengthen and preserve these relationships.

The right to association and organized work

- Elcam Medical respects and cherishes the right for freedom of association and collective action in accordance with the relevant laws in each country we operate and agreements are established in.
- Elcam Medical operates in accordance with collective agreements while maintaining employees' rights.
- Elcam Medical is obligated to refrain from preventing or limiting the rights of association and representation by employees.

Maintaining the health and safety of employees

- The organization is obliged to ensure appropriate working conditions for all employees in all positions.
- In addition, we are obliged to maintain the health and safety of the employees, as specified in the relevant procedures in each country, and to reduce risks where possible.
- We encourage employees to notify any risks found throughout the facilities, and to participate in promoting health and safety.

Training, qualifications and personal and organizational development

- Upon joining Elcam Medical, new employees are required to undergo training and qualification adapted to their job description as detailed in the relevant procedures for each country.
- Each employee is required to renew his qualification according to the position and responsibility, within a set time frame.
- We see great importance in the continued development and growth of our employees. For this purpose, we allocate a dedicated budget to each department, as well as an organizational budget for trainings and development, alongside with the guidance and support of the organization's training and qualification manager.

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Sexual harassment, abuse and intimidation

- As a responsible employer, Elcam Medical undertakes to maintain a safe and healthy work environment, free of racism, abuse, intimidation and sexual harassment.
- We are absolutely committed to prevent discrimination of any kind- race, sexual orientation, gender, language, religion, political opinion, nationality, etc.
- The company has established various controls for this issue. We expect all employees, managers and high management to demonstrate respect, recognition, honor and appreciation in their day-to-day working relationships.
- We have zero tolerance for any form of discrimination, abuse, harassment or display of violence of any kind and have relevant procedures in our facilities.

Ethics Committee

- Elcam Medical has an ethics committee chaired by the Chief Human Resources Officer whose role is to be the initial contact for employees' inquiries in cases of ethical violations occurring in the organization.
- Members of the committee: Chief Human Resources Officer, Sexual Harassment Commissioner Israel, People and Sustainability Manager of EMIT and a representative Chief Officer. The committee meets **twice a year**, and as necessary.
- Ethics violations are examined and reviewed by the committee on a semiannual basis, in order to monitor trends or repetitiveness that need to be taken under consideration. The committee's role is to assure that the local appointees in each region are taking actions to raise employees' awareness to these issues through communication and other methods, at least **once a year** at each facility.
- In case an employee, or any stakeholder, feels there is any need, they can consult and/or report unethical behavior, including illegal, or violation of this code, without fear of harassment or retaliation, in the mail complaint box which is monitored by our Chief Human Resources Officer (ethics@elcam.co.il). It is also possible for employees to leave a written complaint in the complaint boxes located near the main cafeterias in each site.

This Policy is approved by Elcam Medical Board of Directors and will be reviewed on an annual basis and updated as necessary

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