



March 2024

## Cardo Human Resources Policy

### Introduction

At Cardo Systems, our commitment to cultivating a positive, productive, and respectful work environment for all employees is unwavering. Our Human Resources Policy serves as a blueprint, delineating our core principles and offering clear guidelines for various employment practices. Crafted to uphold fairness, foster open communication, and promote professional conduct, this policy underscores our dedication to ensuring that every member of our team feels valued and supported.

### Diversity and Inclusion

Cardo Systems wholeheartedly embraces diversity and inclusion as fundamental pillars of our success. We recognize the richness that comes from embracing a workforce with diverse backgrounds, experiences, and perspectives, mirroring our global community. We are unwavering in our commitment to providing equal employment opportunities for all qualified individuals, regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

### Recruitment and Selection

At Cardo Systems, our recruitment and selection process are founded on the principles of fairness, objectivity, and consistency. We prioritize hiring individuals based on their qualifications, skills, and experience relevant to the specific job requirements. Every applicant is given equal consideration, ensuring that the selection process remains transparent and unbiased for all candidates.

### Compensation and Benefits

Cardo Systems provides an enticing compensation and benefits package tailored to attract and retain top talent across our global workforce. We prioritize offering competitive compensation and comprehensive benefits in compliance with local laws, ensuring that our employees feel valued and rewarded for their contributions.

## Performance Management

Cardo Systems operates with a robust performance management system designed to empower employees with regular feedback and avenues for professional development. Our commitment extends to establishing transparent performance expectations, fostering continuous coaching, and conducting periodic performance reviews.

Central to this process is our annual performance review, which commences with an employee self-assessment before transitioning to a direct manager assessment and feedback discussion. Additionally, employees are equipped with Key Performance Indicators (KPIs) to guide their objectives and progress.

Recognizing the critical role of leadership in this process, both managers and employees receive training tailored to optimize their engagement with the performance management system. This training initiative cascades seamlessly across all managerial layers, ensuring a top-down approach to accountability and effectiveness in performance management.

## Professional Development

Cardo Systems is deeply committed to fostering continuous learning and professional development among our employees. We offer a range of tailored training programs, from interpersonal skills to specialized professional courses, empowering individuals to excel in their roles. Our “Cardo Academy” provides quarterly learning opportunities, promoting a culture of personal growth. Additionally, we prioritize IT e-learning to enhance cybersecurity awareness and prevent cyber threats. Through these initiatives, we empower our workforce to safeguard our digital infrastructure and uphold data integrity, contributing to our overall success.

## Workplace Conduct

At Cardo Systems, we are dedicated to cultivating a work environment that is free from harassment, discrimination, or retaliation of any kind. We hold all employees to the highest standards of professional conduct, emphasizing the importance of treating colleagues with respect and dignity while refraining from any form of disruptive behavior. This policy outlines clear expectations and consequences for violations, ensuring accountability and upholding our commitment to fostering a positive and inclusive workplace culture.

## Confidentiality

At Cardo Systems, we prioritize the confidentiality of company information, including trade secrets, customer data, and financial records. Employees are required to uphold strict confidentiality standards and safeguard sensitive information from unauthorized access or disclosure. This commitment ensures the protection of our intellectual property and fosters trust among our stakeholders.

## Leave of Absence

At Cardo Systems, we recognize the importance of providing support to our employees during times of need. Our comprehensive leave programs encompass various types, including sick leave, vacation leave, parental leave, and leave for military service.

## Health and Safety

At Cardo Systems, the health and safety of our employees is our top priority. We are dedicated to providing a safe work environment and actively encourage all employees to adhere to established safety protocols. Additionally, we urge employees to promptly report any potential hazards to ensure a secure workplace for all.

## Termination

Employment with Cardo Systems may be terminated for various reasons, such as unsatisfactory performance, misconduct, redundancy, or business closure. We are committed to conducting termination procedures fairly and in full compliance with all applicable laws and regulations. During this process, employees may access support and resources provided by our HR department to assist with the transition.

## Whistleblower Policy

The Whistleblower Policy at Cardo Systems is a vital procedure designed to empower employees to report credible information regarding illegal practices or violations of company policies. This policy aims to foster a culture of integrity by encouraging proper individual conduct and facilitating the disclosure of any violations.

Please note that this Human Resources Policy is provided for informational purposes only and does not constitute an employment contract. The company reserves the right to amend or update this policy at any time at its discretion.

## Contact Information

Contact Information: For any questions or concerns regarding Human Resources policies or practices, employees are encouraged to reach out to the Human Resources department.

This policy serves as a foundational commitment by Cardo Systems to its employees. We are dedicated to fostering a work environment that promotes collaboration, innovation, and a strong sense of belonging.



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Cardo Systems, Ltd.