



1. Introduction

LuNa Smelter Ltd the “Company” recognizes the contribution its employees make to the Company’s success.

We understand that, in order to attract and maintain a committed and skilled workforce, the Company must ensure that all recruitment, selection and staff management processes are carried out in a fair, equitable and transparent manner.

2. Scope

This applies to all payroll employees of the Company.

3. Staff Development

- 3.1 Through our staff training and development activities, the Company is committed to enabling employees to fully develop within their role and achieve the highest possible standards.
- 3.2 All staff will attend the Company induction day as soon as possible after their start date.
- 3.3 The Company’s training and development programme covers a wide range of activities which are offered on an individual or team basis, in or away from the workplace, and on a formal or more informal basis. Training offered includes:
 - Formal courses;
 - Conferences and study days;
 - Workplace-based opportunities such as mentoring, secondments, job shadowing, projects, coaching and job rotations;
 - On-the-job learning; and
 - Personal study.

4. Performance Reviews

- 4.1 The Company is committed to conducting performance reviews on an annual basis. The company will have quarterly Management meetings with the Heads of Departments for review of departmental KPIs.
- 4.2 The performance review meeting is a two-way process, where the manager /supervisor and the employee discuss the employee’s achievements, strengths, and areas for development. The employee and manager/supervisor will all set personal objectives for the year ahead.
- 4.3 Managers/supervisors will give all staff regular and timely feedback on their work during the period in which performance evaluation is conducted or when need arises.

5. Internal promotion

- 5.1 When opening a new role, the Company will first carry an Internal job posting for employees deemed eligible to apply. Internal promotion will consider the length of service and performance reviews of the current held position as well as the potential to take up new responsibilities.



6. Flexible Working

- 6.1 All eligible staff can request change to their working patterns in order to better manage their personal obligations and work commitments. In considering such requests, the Company will seek to balance the requirements of the individual employee with the needs of the team and business as a whole. Examples of flexible working arrangements include: Shift working hours, career breaks and compressed hours.
- 6.2 Managers have a responsibility to give such requests careful consideration and to be as flexible as possible in accommodating them in line with applicable law.

7. Remuneration and Benefits

- 7.1 Remuneration is based on the mutual contract between the employee and the employer. However, the Company is committed to ensuring that its salaries and benefits remain competitive, by conducting a regular salary review, and benchmarking salaries and benefits against industry standards and other employers.
- 7.2 In respect of remuneration and benefits, the Company is committed to ensuring that employees receive their remuneration in a timely manner and are not discriminated on accounts of gender, marital or civil partnership status, race, religion or belief, sexual orientation, age, disability, pregnancy and maternity, or because they work part time or on a fixed-term contract.

8. Communication

- 8.1 The Company is committed to listening to the opinions of all employees in the workplace and taking appropriate actions based on that feedback. To this end, the Company recognises the importance of good channels of communication and ensures that employees are kept informed of events by means of regular Newsletters for employees and Staff Notice Board.
- 8.2 In order for the Company to take account of employees' opinions and take appropriate action based on that feedback, an employee engagement survey is conducted on an annual basis. The results of the survey will be discussed and circulated to all employees. The employees are also encouraged to use the available sources of communication as per the grievance procedure.

9. Exit Interviews

- 9.1 The Company recognises that collecting information about employees' reasons for leaving can provide invaluable data about its employment practices, management style and anything perceived by employees as being unsatisfactory or unfair.

 LuNa Smelter	EMPLOYEE RETENTION POLICY		
	No: LUNA/IMS/POLICY/10	Rev: 00	Effective Date: 22 nd April 2025

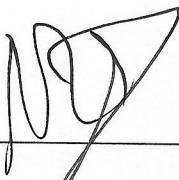
9.2 It is the Company's policy to ask all employees who decide to resign to complete an exit questionnaire and take part in an exit interview. Each point discussed shall be passed on to the HR Manager so that actions can be taken to address raised issues.

10. Policy Review

The Board of Directors of the Company will review and evaluate this Policy on an annual basis to determine its efficiency.

11. Publication of the Policy

This Policy will be posted on the Company's website at www.lunasmelter.com.



Serge NGABOYISONGA
MANAGING DIRECTOR

DATE

22nd April 2025

CONFIDENTIAL