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# Policy

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# Human Resources Policy

June 2026

## Human Resources Policy

IPS★ITCS believes people are its most valuable asset and is committed to the provision of a values framework to manage and develop its human resources. This policy will be implemented through the Company's Management System.

IPS★ITCS commits to taking all practical steps to providing a collaborative organization that is focused on nurturing its people through:

- Compliance with applicable legal requirements.
- Setting human resources objectives and targets in line with its operational goals.
- Actively promoting behaviors consistent with its Code of Conduct.
- Being an equal opportunity employer, committed to the elimination of discrimination and harassment in the workplace.
- Providing courteous and efficient service internally and externally.
- Reviewing and continuously improving the system, using collected data.
- Satisfying employee needs by managing change, providing skills and knowledge, supporting employees to improve work practices, and acknowledging individual contributions.
- Promoting an environment where innovation leads to flexibility and growth; and
- Open and constructive communication with all stakeholders.

This policy will be made available to the public and reviewed annually to ensure its relevance to the organization.

Mike Guidry  
Vice President / CEO