

Approved by Board on 19 June 2014

Introduction

It is the policy of HUBCO to attract, induct, develop, retain and motivate high caliber talent who are qualified, capable and willing to contribute their best towards accomplishment of Company objectives. To achieve this, HUBCO will pursue high standards of Human Resource Management practices encompassing the following principles:

Equal Opportunity

- Provide equal opportunity to all job applicants through clearly defined and consistently applied induction standards
- Create a work environment where every employee has an equal opportunity to develop his or her skill and talents

Training & Development

Provide opportunities to employees to acquire knowledge and develop technical and managerial skills through class room training and on the job development that meets employee and Company needs

Performance Management

- Have a transparent and merit based performance management system in place
- Have a formal career development and succession planning system
- Clearly defined system for career progression based on merit and potential

Compensation & Benefits

- Rewards policies aligned with best companies in the market that compete for high quality talent
- Clear linkage of rewards policies with performance and potential

Diversity & Non Discrimination

- Provide an environment free from all forms of discrimination and harassment at workplace
- Policies aimed at creating flexible and conducive working arrangements for all