



INTRINSEQUE HEALTH

FAIR EMPLOYMENT PRACTICES POLICY STATEMENT

COMMITMENT STATEMENT

INTRINSEQUE HEALTH promotes and fully abides by the guidelines set out by the local governing authorities and National Standards, such as those set out by the Ministry of Manpower (MOM) and Tripartite Alliance for Fair Employment Practices (TAFEP), for hiring and in-employment practices.

INTRINSEQUE HEALTH does not condone human rights abuse, nor do we engage in child labour or forced labour.

INTRINSEQUE HEALTH is committed to ensure that its employment practices secure equality of opportunity and that no prospective or existing employee receives less favourable treatment as a result of their age, gender, marital status, ethnic origin, religion, sexual orientation, family responsibilities, disability, or for any other reason which cannot be shown to be justified.

SCOPE

This policy is applicable to Intrinseque Health Pte Ltd and its affiliated entities, hereinafter referred to as "INTRINSEQUE HEALTH", potential candidates and all Employees, i.e. full-time, part-time, temporary, interns and contract employees of Intrinseque Health as well as Directors of the company, collectively referred to as the "Employee".

PURPOSE

At INTRINSEQUE HEALTH, our Employees are an integral part of what we stand for and everything that we do. We aim to be an employer that is recognised as one others want to be a part of. We are committed to provide care, equal opportunities, and create a culture and workplace that is diverse, inclusive and collaborative.

BASIC PRACTICES

Fairness & Respect towards Employees

INTRINSEQUE HEALTH promote equality and fairness throughout its hiring and employee retention strategies. Recruitment and employee selection is based on merits, experience, qualifications, skills, aptitudes that commensurate with the job. Hiring process, including job advertisements, job application forms and interviews are based solely on guidelines set out by TAFEP and MOM in Singapore, and other local regulations and standards in any other countries that Intrinseque Health operates in.

Employees are treated fairly and with respect. INTRINSEQUE HEALTH adopts an inclusive culture for mature employees in the organisation, promotes work-life harmony and have strict and zero-tolerance towards workplace harassment.



INTRINSEQUE HEALTH

Anti-Discriminatory & Equal Opportunity

INTRINSEQUE HEALTH has a zero-tolerance policy towards discrimination in the workplace as well as discriminatory behaviour outside the workplace. All employees are entitled to equal opportunity to be considered for increased compensation and benefits, promotion and rewards, solely based on their work performance, ability, contribution and experience. All employees are also entitled to equal opportunities to be considered for training and development, based on their strengths and needs, and as required to achieve their full potential in carrying out their responsibilities within their role.

Grievance

If an employee finds himself or herself being subjected to unfairness or discrimination of any sort, he or she is to report to the departmental manager. If it is not possible to do so, he or she can directly report grievances to the Human Resource manager and if necessary, directly to the Executive Management.

INTRINSEQUE HEALTH has established formal grievance handling procedures to provide a safe environment for Employees to raise concerns.

will be handled in an amicable and supportive manner to avoid any further unnecessary escalation and negative feelings.

Grievances will also be handled delicately and fairly by INTRINSEQUE HEALTH :

- All reports of discrimination will be handled seriously
- Proper and thorough investigations will be conducted for all complaints
- Timely response and updates to affected Employee
- Proper record and filing of grievances, which are kept confidential
- Complainant and respondent will be treated fairly
- Managers, HR and Executive Management are trained to fairly and swiftly handle grievances

FURTHER INFORMATION

INTRINSEQUE HEALTH is committed to ensure that our HR management system and processes are progressive, always evolving to ensure the best polices are in place to support fair employment practices. All employees are trained for this Policy.