

Corporate Policy on Employee Roles and Responsibilities

1. Introduction

Transoil-Group of Companies (“TOGC”) recognizes the importance of clearly defining employee roles and responsibilities to ensure an efficient and well-organized work environment, which is essential for the effective functioning of the subsidiary team and the company’s success. This policy establishes a clear framework for task distribution, employee accountability, and productivity enhancement, while also ensuring alignment with organizational objectives.

2. Commitment to employee roles and responsibilities

We acknowledge our responsibility to clearly define roles for each position within the company and the subsidiary, promote individual and collective responsibilities, improve collaboration and efficiency within teams, and prevent overlaps or omissions in responsibilities.

3. Key principles:

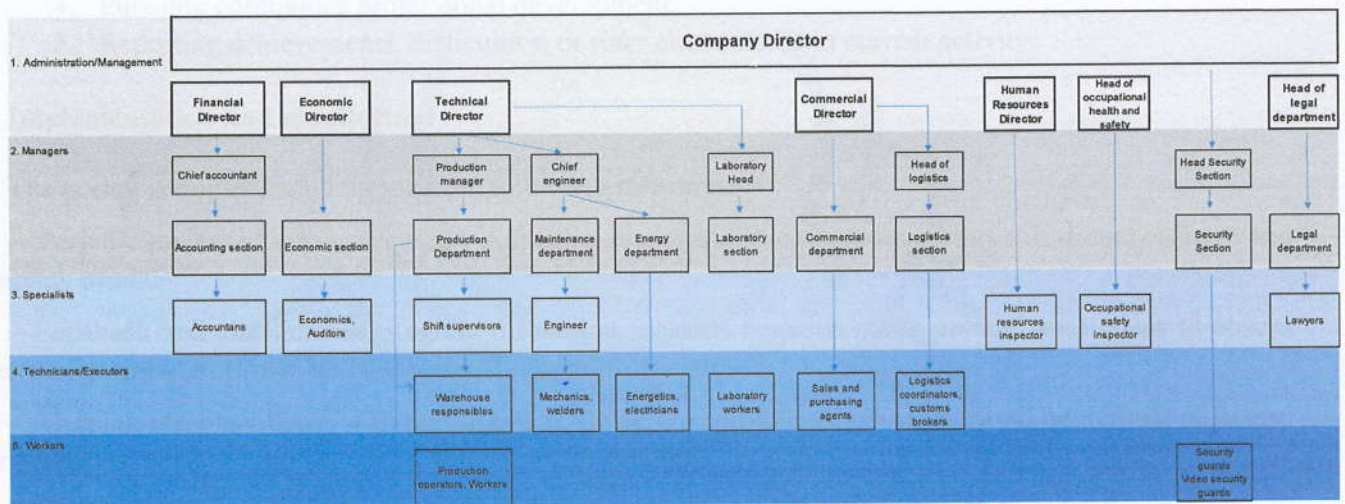
- a) **Clear role definition:** each employee must have a well-defined set of duties, specified in a job description or similar document, along with the expectations associated with their position.
- b) **Individual and collective responsibility:** each employee is responsible for fulfilling assigned tasks, meeting deadlines and established standards, and contributing to the success of the team.
- c) **Alignment with organizational goals:** roles and responsibilities must directly contribute to the organization’s mission and vision.
- d) **Flexibility and adaptability:** responsibilities may be adjusted according to the company’s needs and the professional development of employees.
- e) **Collaboration and communication:** we promote the importance of teamwork and effective communication to achieve common goals.
- f) **Compliance with internal regulations:** employees must adhere to internal policies and procedures, including ethical standards, confidentiality, and professional behavior.
- g) **Evaluation and development opportunities:** clarifying roles supports objective performance evaluations and encourages continuous professional growth.

4. Defining roles and responsibilities

Defining roles and responsibilities refers to the process of clearly establishing what each employee must do within the company and the subsidiary, as outlined in the Job Description (or a similar document). This includes the job title, required competencies, overall purpose of the role, main tasks, specific responsibilities, and limits of authority.

5. Organizational structure by roles and responsibilities within the subsidiary TOGC

Organisational Chart of Positions



Responsibilities of positions within the subsidiary depend on the level of the position:

- 1. Administration/Management:** The company's management consists of top-level executives who define the overall strategy, approve major decisions, set objectives, manage budgets, and ensure adherence to roles and responsibilities.
- 2. Managers:** This is the core team of the company that coordinates all company operations, being responsible for organizing and ensuring the smooth operation of production processes and compliance with quality, efficiency, and safety standards. Managers oversee their subordinate teams, set priorities, allocate resources, and monitor production processes as well as employee performance.
- 3. Specialists:** Specialists in a company are professionals who contribute their knowledge and experience to the operational, strategic, and financial success of the company. Their responsibility is to provide administrative and organizational support to management, perform assigned duties, and fulfill responsibilities in an efficient and professional manner.
- 4. Technicians/Operators:** Technicians and operators are the essential workforce for the company's success, ensuring the smooth operation of production processes, the receipt, manufacturing, and delivery of high-quality production, and compliance with quality requirements.
- 5. Workers:** Workers (skilled/unskilled) fulfill roles as operators in the production sector and in manufacturing, handling equipment and monitoring processes to ensure product quality. They perform simple tasks such as handling production and materials or supporting other employees.

Responsibilities of the Human Resources Department: The HR department is responsible for creating, updating, and communicating job descriptions, supporting the process of clarifying roles and responsibilities.

General responsibilities of employees:

1. Complying with the company's internal policies and procedures and occupational health and safety standards.
2. Performing specific service duties as indicated in the job description.
3. Collaborating and communicating with colleagues, superiors, and clients without any form of discrimination.
4. Pursuing continuous professional development.
5. Reporting achievements, difficulties, or risks encountered in current activity.

6. Implementation and monitoring:

The policy is implemented through the following measures:

- Periodic review of job descriptions: Adjusting responsibilities according to organizational changes and company needs.
- Feedback and clarification: Regular discussion sessions between managers and employees to ensure clear understanding of roles and the necessity for adjustments.
- Aligning responsibilities with performance: Objective employee evaluation based on defined tasks and competencies.
- Monitoring: Overseeing the implementation of this policy and job descriptions to identify issues.

7. Continuous Review and Improvement: This policy will be reviewed regularly to reflect organizational changes, improve the efficiency of internal processes, ensure compliance with evolving legal requirements, and adopt best practices.

8. Conclusions: Through this policy, TOGC reaffirms its commitment to ensuring clarity in employee roles and responsibilities, promoting a well-structured, efficient, and collaborative work environment.

As Chairman of the Board of Directors and as being authorized for this purpose by the Board of Directors corporate resolution dated 19 May 2025, I approve this policy on employee roles and responsibilities and continuously improving our social performance.

Approved:

Vaja Jhashi

Chairman of the Board of Directors

2025