

Corporate Employees Motivation, Compensation and Engagement Policy

1. Introduction

At Transoil-Group of Companies (“TOGC”), we are committed to fostering a positive, stimulating and fair work environment in which employees are motivated, appropriately rewarded and actively involved in the company's success. Our Employee Motivation, Compensation and Engagement Policy is designed to promote job satisfaction, recognize employee achievement, recognize employee professional development and encourage increased levels of engagement in the workplace, ensuring that employees remain motivated and aligned with the Company's goals.

2. Commitment to Employee Motivation, Compensation and Engagement

We recognize our responsibility to implement strategies that drive motivation, enhance workplace morale, increase engagement and create a culture of continuous improvement and success. This commitment applies to all employees and functions within the Company.

3. Key Principles

Our Employee Motivation, Compensation and Engagement Policy is based on the following key principles:

- a. **Recognition and Rewards:** We acknowledge and reward employees for their hard work, dedication and contributions to the Company's success, helping to increase employee motivation and performance. We ensure a competitive compensation system based on performance, accountability and internal equity.
- b. **Career Growth and Development:** We provide opportunities for employees to enhance their skills through training, mentoring and promotion programs within the company, supporting employees in achieving their career goals.
- c. **Employee Well-being:** We support initiatives that promote work-life balance, mental health, general well-being, a safe and pleasant work environment.
- d. **Transparent Communication:** We encourage open communication and feedback to ensure employees feel heard and valued.
- e. **Inclusive and Respectful Work Environment:** We foster an inclusive culture where all employees are respected and valued regardless of their background. We promote diversity, equal opportunity and mutual respect in all aspects of organizational work.
- f. **Performance-Based Incentives:** We link rewards and recognition to individual and team performance to drive excellence and innovation.
- g. **Employee Engagement Programs:** We implement initiatives that encourage collaboration, creativity and a sense of belonging.
- h. **Continuous Improvement:** We regularly assess motivation strategies to align with evolving workforce needs and industry best practices.

4. Implementation and Monitoring

We implement this policy through the following measures:



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- **Performance Recognition Programs:** Regular acknowledgment of achievements through awards, incentives and public recognition. Financial and non-financial rewards for exceptional performance and outstanding contributions.
- **Training and Development Initiatives:** We provide access to learning programs, training, mentorship and career development opportunities.
- **Employee Wellness Initiatives:** We support health and well-being programs such as flexible work arrangements and stress management resources.
- **Surveys and Feedback Mechanisms:** We will conduct regular employee motivation and engagement surveys and feedback sessions to measure satisfaction levels and adjust strategies accordingly.
- **Team-Building Activities:** We will organize events and activities to strengthen teamwork and enhance workplace morale.
- **Transparent Goal-Setting:** We establish clear objectives and expectations to help employees understand their contributions to the Company's success.

5. Reporting and Accountability

We commit to maintaining a transparent and accountable motivation, compensation and engagement strategy by tracking employee satisfaction levels, analyzing feedback and continuously improving motivation and engagement initiatives.

6. Review and Continuous Improvement

This policy will be reviewed periodically to ensure its effectiveness and alignment with organizational objectives. We remain dedicated to refining motivation strategies to support employee satisfaction and business success.

7. Conclusion

At TOGC, we believe that a motivated workforce is essential for driving innovation, productivity and overall organizational success. We are committed to fostering an environment where employees feel valued, engaged and empowered to achieve their full potential.

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 Employee Motivation Policy and to ensuring that all employees have the support and recognition they need to thrive within our company.

Responsibility for the successful implementation of this policy belongs to every TOGC employee, at each level and function within the Company.

Approved:

Vaja Jhashi

Chairman of the Board of Directors

2025