

HR REPORT (2024-25)

ABOUT US:

Triton Middle East LLC, as the leading manufacturer of high-performance sealants, adhesives, and tapes that are among the most trusted solutions for construction, automotive, and industrial applications. Backed by quality, sustainability, and advanced technology, we offer sealants that assure durability, efficiency, and superior adhesion. With the most unique machineries and stringent processes, our assortment of products meets the highest quality standards requisite by the global industry. Based on innovation and customer satisfaction, we work to develop green and high-performance solutions to meet changing and growing market needs.

VISION STATEMENT

"To be a globally recognized leader in high-performance sealant solutions that inspire innovation, sustainability, and excellence in construction, automotive, and industrial applications."

PRINCIPLES

Our principles are at the heart of everything we do, guiding our behaviors, relationships, and interactions. They inspire us to continuously innovate and improve our products and processes for a more sustainable world.

- **Act with Integrity:** We deliver on our commitments and are accountable for our actions — we do what we say we will do.
- **Engage and Empower Our People:** We have a richly diverse and inclusive culture, and provide opportunities for our people to grow, build successful careers and make meaningful contributions.
- **Deliver for Customers:** We understand, anticipate, and prioritize customers' needs, delivering differentiated products and solutions that enable their success.
- **Cultivate Innovation:** We pursue innovation in everything we do, from continuous improvement in our processes to breakthrough solutions that create value and competitive advantage.
- **Operate Safely and Sustainably:** We are committed to safety in the workplace, being good stewards of natural resources and reducing our environmental impact.

OUR COMMITMENT

At Triton Middle East LLC, we are committed to delivering exceptional quality, performance, and customer satisfaction in every product we create. We prioritize innovation, sustainability, and reliability, ensuring our sealants meet the highest standards. Our dedication to continuous improvement, ethical practices, and environmental responsibility drives us to provide reliable, cutting-edge solutions for all our customers' needs. We strive to build long-lasting relationships by exceeding expectations and consistently delivering value.

Diversity and Equity:

A diverse and inclusive workplace leads to greater innovation, agility, performance, and engagement, enabling both business growth and societal impact. We know this from our company's long, proud history as a pioneer in diversity and inclusion. In 2013, Triton predecessor hired its first women and various national employees, and we established "equal pay for equal work". Triton always welcomed freshers and never disappointed the previous experienced employees. So, we see we have all our core strength experienced employees and freshers with fresh ideas that enable Triton into a bigger idea.

1. Child labor/forced labor

Triton upholds a strict zero-tolerance policy towards child labor/forced labor, in the event that any such case is identified within our operations or supply chain, a structured remediation procedure is immediately initiated. The affected individual's safety and wellbeing are prioritized, ensuring immediate removal from the harmful situation and provision of appropriate support, including access to healthcare, counselling and contract/ agreement with the supplier or customer will be terminated immediately.

Compensation for Extra working hours.

In this section, we outline our guidelines for compensating employees according to their employment status. We also describe our performance management and employee development policies.

1. Payroll:-

We pay employee salary or wage at the end of month by bank transfers/ cash/ Exchanges etc., without fail and ensure that employees have to be rewarded for their efforts without delay and on time. We always followed these principle as “equal pay for equal work on time ”.

2. Overtime:-

Occasionally, we may need employees to work more than the regular working hours. We will pay for overtime work according to local and national laws.

Computation of Normal Overtime:

If the nature of the job requires overtime, the employees shall be paid overtime and the payment shall be equivalent to the **wage paid for the ordinary working hours plus and increase of not less than 25% of his wage for the overtime period.**

Normal days over time working = Salary hours x 1.25

Computation of Sunday Overtime:

If the circumstances require the employee to work on a Sunday, he must be granted either another day off (compensatory off) **or receive his basic salary plus an additional 50 % of his remuneration (i.e, basic salary plus allowances).** However, employee cannot be asked to work more than two consecutive Sunday unless they are employed on a daily wage basis.

Holidays over time working = Salary hours x 1.50

Computation of overtime during public holiday:

As per the Article 81 of UAE Labour, where the circumstances of the work make it necessary for a worker to work on public holidays or rest day in respect of which he/she is entitled to full or partial pay, he shall be granted compensatory leave in respect of such days, together with a bonus equal to 50 per cent of his remuneration. If he is not compensated for such days by leave, his employer shall pay him a bonus equal to 150 percent of his basic remuneration in respect of the days worked.

Holidays over time working = Salary hours x 1.50

3. Managing working hours and overtime

The organization is committed to ensuring fair and transparent management of working hours and overtime in compliance with labor laws and internal policies. Work schedules

are structured to promote productivity while maintaining employees' health, wellbeing, and work-life balance. Overtime is carefully monitored, authorized only when necessary, and compensated in accordance with statutory requirements. We have well organized and structure attendance system and integrated with ERP which is helping to monitor the attendance compliance.

Leave Policy of the Company:

1. Working hours:

- Our company operates between 8 a.m. to 5 p.m. on weekdays. Employee should come to work at any time between 8a.m. and 8.15 a.m. as per the company policy and update the time in our attendance software.
- Some departments may work after hours, too (e.g., Production, shipping). Employee work in these departments, you will follow a shift schedule as needed.

2. Paid Leaves (PL)

- Employees receive 14 days of Paid Leave per year as sick leave. Employee Partial Leave actually begins the day he/she join our company. Employees can take their Partial Leave at any time after their six months with us.
- If you want to use Partial annual leave, fill in the leave application form provided by the company and submit the same to HR department with valid approvals and the same will be checked and approved by the HR department. Post which employees are permitted to take their leave.
- You can transfer 7 days of annual leave to next year after 18 month of the of the due date.
- If you leave our company, we may compensate accrued PL with your final paycheck according to local law. When the law doesn't have provisions, we will compensate accrued leave to employees who were not terminated for cause.

3. Holidays

Our company observes the following holidays:

- New Year Day
- Isra & Mi'raj Night
- Eid Al Fitar
- Eid Al Fitar
- Arafat (Hajj) Day
- Eid Al Adha
- Eid Al Adha
- Eid Al Adha
- Hijri New Year Day
- Martyr's Day
- Eid Holiday
- UAE Public Holiday
- UAE National Day
- UAE National Day Holiday
- Prophet Mohammed's Birthday

Our company offers a floating day, which you can take as a holiday any day you choose. If you want to observe a religious holiday that is not included in our list, we may allow you to take paid leave as compensatory leave.

OUR EMPLOYEES IN THE UAE ARE ENTITLED TO ANNUAL LEAVE, SICK LEAVE, MATERNITY LEAVE, PARENTAL LEAVE AND LEAVE TO COMPLETE HAJJ.

1. Annual Leave:

Employees are entitled to an annual leave of:

- 2 days per month, if they have completed six months of service, but not one year
- 30 days, if they have completed one year of service.

2. Compassionate Leave:

The UAE Labor Law does not have any provisions which entitle the employee for a compassionate leave which is commonly given when an immediate family member (first-degree relative or second-degree relative) dies.

In such misfortunes, employees may request for leave to be deducted from their annual leave, or consider unpaid leave or any other arrangement, which the employer would

agree to and same policy is applicable in our organization too.

3. Hajj leave:

Employees may be granted a special leave for the performance of Hajj under the provisions that the leave:

- is given without pay.
- may not exceed 30 days.
- is granted only once during the employment duration with the company.

4. Maternity leave:

A working woman is entitled to a maternity leave of 45 day's including the time before and after delivery. If the woman has completed one year of continuous employment for the same employer, she is entitled to full pay during maternity leave; otherwise, she is entitled to half pay.

In addition, after delivery, the woman is entitled to two additional breaks each day, with each break not exceeding half an hour for nursing her child. The woman is entitled to such breaks for 18 months following the date of delivery and is entitled to full pay.

5. Parental leave:

Employees of the private sector are entitled to a parental leave of 5 working days from the day of the birth of their child to six months. The parental leave is a paid leave that can be applied for by both mother and father of the baby.

6. Official leaves and vacations

Sunday is the official weekend for all workers, except for daily wage workers. If circumstances require an employee to work overtime on that day, he will be entitled for regular working hours' pay, plus an increase of not less than 50 per cent of that amount. Employees are entitled for paid leave on the following public holidays.

Working during official holidays or leave days:

If an employee is required to work during holidays or leaves, he will be granted another rest day as well as an increase of 50 per cent on his basic wage for that day. If he could not

be granted another day off, he is entitled to receive an additional 150 per cent on his basic wage for that day according to Article 81 of the Labour Law.

7. Sick leave:

An employee is entitled to a sick leave of not more than 90 days per year, only after a period of three months' continuous service following the probation period.

The 90 days sick leave can be continuous or intermittent, and the salary is paid as follows:

- full pay for the first 15 days.
- half pay for the next 30 days.
- no pay for the rest 45 days.

Note: The above provisions are subject to conditions and do not apply on sick leave because of occupational illness.

Employee Benefits & Work Flexibility

1. Work from home

Triton encourages to work from home and we are working on it very seriously as in if your job doesn't require you to be present at our premises, you can work from home according to the approval from the management. Please inform your manager that you want to work from home at least two days in advance.

If there is inclement weather (e.g. a blizzard) please check your email to see if the office is officially closed. If you judge that your commute during inclement weather is dangerous, let us know. We will not force you to come to work if your safety is at stake or if there is an official travel warning.

2. Remote working

Remote working refers to working from a non-office location on a temporary or permanent basis.

If you're an office-based employee, you may work remotely with management

approval only. If you work remotely permanently, we ask that you adhere to our security, confidentiality and equal opportunity policies just like your office-based colleagues.

3. Company car

You may drive a company car if you:

- Need it as an indispensable part of your job (e.g. truck drivers and delivery drivers.)
- Receive it as a benefit attached to your job.

Either way, your car belongs to our company. You may use your company vehicle for personal reasons as our company car policy permits. You will get reimbursed only for approved, business-related expenses.

To get a company car, you should have a valid driver's license and a clean driving record for at least two years. Drive safe and sober and respect traffic laws and fellow motorists. You should also check your car regularly to ensure gas, tire pressure and all car fluids are at appropriate levels.

4. Company-issued equipment

As an employee, he/she may receive [company cell phone, laptop or other device, furniture.] Unless otherwise mentioned in contract, any equipment we offer belongs to our company and may not sell it or give it away. You are also responsible for keeping our equipment safe and in as good condition as possible. If your equipment breaks or malfunctions, let us know so we can arrange to get it repaired.

If you are part of our corporate cell phone plan, please use your phone within our plan's restraints. You may have to pay any extra charges yourself.

5. Childcare services or allowance

Triton helps mothers to take breaks up to 30 minutes, to nurse the newborn if the accommodation is near by the company premise. Also, they are allowed to leave 2 hours early until 6 months of baby age. Also, they allowed the leave the office if there is any emergency with the childcare without deducting the leave from the office considering it is emergency situation.

Our organization actively promotes a family-friendly work culture that supports employees in balancing their professional and personal responsibilities. Various initiatives have been implemented to ensure that employees with family commitments are well-supported, including paid maternity and paternity leave, compassionate and care leave options, and flexible work arrangements where feasible. The company also provides access to social protection measures such as maternity protection, job security during parental leave, and protection from

workplace risks.

6. Grievance Mechanism:

Our organization has established a transparent and accessible grievance mechanism to ensure that all employees can raise concerns related to their working conditions without fear of retaliation. Employees are encouraged to voice issues such as workplace safety, discrimination, harassment, unfair treatment, or any breach of labor standards through designated channels, including direct supervisors, the HR department, or confidential reporting systems. All grievances are handled promptly, fairly, and with complete confidentiality, ensuring impartial investigation and appropriate corrective action where required. Regular reviews of grievance trends are conducted to identify systemic issues and improve workplace practices. This mechanism reflects the company's commitment to maintaining a safe, respectful, and equitable work environment that upholds the rights and dignity of every employee.

We have Whistleblowing policy in place and the suggestion/complaint box for the employees to open on any issue or for new ideas. All these complaints are directly handled by the HR manager and then management.

7. Internal mobility

Our organization encourages internal mobility as part of its commitment to employee development and organizational growth. Movement within departments and promotions are primarily determined through annual performance appraisals, which assess individual achievements, skills, and potential for advancement. Based on appraisal outcomes, the management team reviews and identifies suitable candidates for internal transfers, promotions, or expanded responsibilities. This approach ensures that career progression is merit-based, transparent, and aligned with both employee capabilities and business requirements. Through this structured evaluation process, the company continues to motivate employees, recognize performance, and strengthen its internal talent pool.

8. Fraud, Money laundering, corruption and bribery

Our organization maintains a strong commitment to ethical business practices and has implemented strict measures to prevent fraud, money laundering, corruption, and bribery across all levels of operation. All employees are expected to uphold the highest standards of integrity and compliance as outlined in the **Code of Business Conduct (COBC)**, which serves as the guiding document for ethical behavior and accountability. Regular awareness sessions and internal communications are conducted to educate employees on identifying and reporting unethical practices. Any suspected incidents are thoroughly investigated in accordance with company policies

and applicable laws, ensuring transparency and appropriate corrective actions. Through these continuous efforts, the organization reinforces a culture of honesty, fairness, and compliance in all its business dealings.

9. Information security

The organization places the highest priority on safeguarding its data, digital assets, and technological infrastructure through comprehensive information security practices. All employees are required to comply with the company's **Code of Business Conduct (COBC), IT Usage Policy, and AI Usage Policy**, which collectively outline the standards for ethical, responsible, and secure use of information and technology. Employees are regularly trained on these three key areas to enhance awareness of cybersecurity, data protection, and the responsible use of digital and AI tools. Continuous monitoring, access controls, and encryption measures are implemented to prevent unauthorized access and protect sensitive business information. Through these proactive measures and consistent training, the organization ensures a culture of accountability, compliance, and digital resilience across all operations.

10. Approval Procedure for Sensitive Transactions

The organization adheres to a structured and transparent approval process for all sensitive and high-value transactions to ensure integrity, accountability, and compliance with established governance standards. Such transactions— including financial approvals, vendor contracts, employee benefits, and handling of confidential information— require prior authorization from designated management levels. The approval process is guided by the company's **Code of Business Conduct (COBC)** and supported by detailed **Internal Standard Operating Procedures (SOPs)** that define the workflow, responsibilities, and approval hierarchy. These SOPs ensure consistency, prevent unauthorized actions, and reduce the risk of fraud or conflict of interest. All approvers are trained to follow the established protocols and exercise due diligence before finalizing any sensitive transaction. Through these measures, the organization upholds strong internal control and reinforces its commitment to ethical and transparent operations.

11. Our Living Wage Commitment

At Triton Middle East llc, we are committed to ensuring that every employee earns a wage that reflects the real cost of living. This means paying above the legal minimum wage and aligning our compensation practices with the current living wage standard.

We regularly review our compensation structure to ensure all employees —

including entry-level, part-time, and contracted staff — receive at least a living wage. As part of this ongoing commitment, we:

1. Monitor living wage updates annually (or semi-annually);
2. Adjust pay scales accordingly to reflect rising costs of living;

This commitment reflects our values of fairness, dignity, and respect, and supports our broader goals of employee well-being and social responsibility.

Health care coverage of employees in place

As per UAE rule, Insurance is mandatory in the Country for all the workers, wherein we are providing the insurance benefits from the beginning of the Company.

Dubai National Insurance was the partners for health care coverage from 2024 to 2026 for 20 % of the consultation and Lab & Medicine free for all the employees including office staff with dependents and workers. All workers get extra care for nondirect claim through reimbursement from the insurance by following up through internal HR team.

Mandatory health checkup for all employees:

Triton Employee basic health checkup is covered in the Insurance coverage only, which is not chargeable to an basic health checkup. Every employee can make use this provision through our health care coverage.

1. Actions to address stress and psychological wellbeing in the workplace

The organization remains committed to fostering a healthy and supportive work environment that prioritizes the mental and emotional wellbeing of all employees. During the year, various initiatives were implemented to address workplace stress and promote psychological health, including regular awareness sessions and stress management workshops on topic like “ *Stress Management, The power of Attitude, How to Manage the task, Critical Thinking etc* “. Efforts were made to maintain open communication channels, encourage work-life balance, and ensure reasonable workloads across departments. Managers were trained to identify and respond to early signs of stress, while wellness programs and employee engagement activities helped strengthen team morale and resilience. These initiatives reflect the company’s ongoing dedication to creating a positive, inclusive, and productive workplace culture where employees can thrive both personally and professionally.

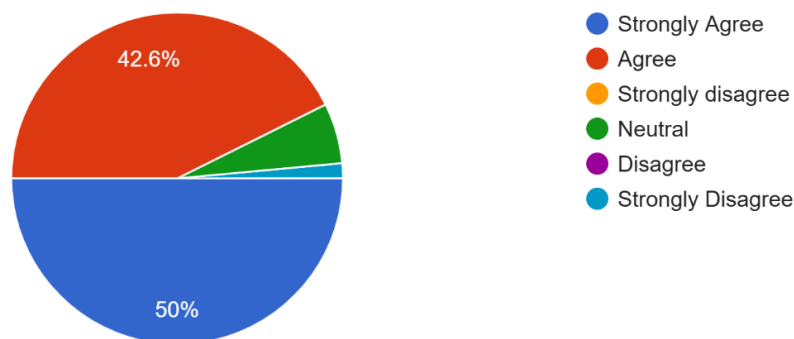
Employee satisfaction survey for 2025

Employee satisfaction surveys measure workers' feeling of contentment and empowerment. Triton as an organization has given a priority in the employee's wellbeing and satisfaction of working tab. Here we conduct a survey through manual feedback forms and now through Google form.

Recent and last annual feedback and employee satisfaction ratings are shown as below in the graphs.

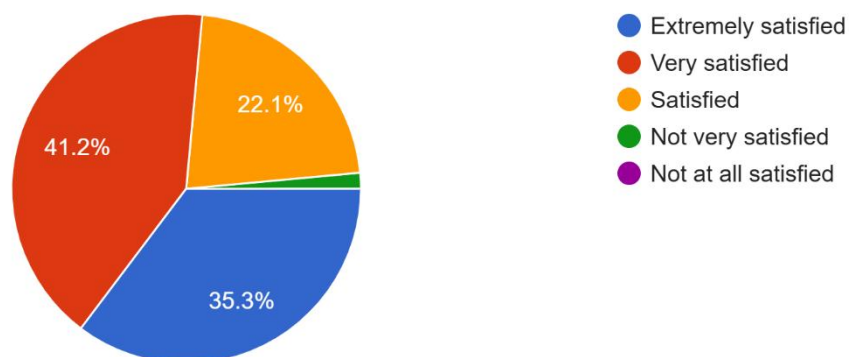
5. To what extent do you agree with the following statement: I would recommend this company as a great place to work.

68 responses



8. Overall, how satisfied are you working for the company?

68 responses



Remuneration process

1. Salaries

Executive, administrative, professional, computer, and outside sales employees who are exempt from overtime pay under the Fair Labor Standards Act are paid a salary for the work they do. A salary is usually expressed in annual terms.

2. Wages

Some employees are paid at an hourly rate and only for hours that they actually work. Their employers are required to pay them overtime for any hours worked beyond their standard workweek, and they are classified as non-exempt employees.

3. Commissions

Sales persons are usually paid on a commission basis. They are compensated based on their sales over a period of time, usually as a percentage of sales.

Performance Appraisal with Incentive program:

Performance Appraisal is the systematic evaluation of the performance of employees and to understand the abilities of a person for further growth and development.

In Triton Middle East, apart from standard employee evaluation systems, future evaluation of employee performance will be based on these below mentioned parameters /Indicators:

1. **ATTENDANCE:** Attendance will be rated by 1-5 score range with criteria like punctuality, commitment etc.
2. **MEMO:** Memo will be rated by 1-5 score range with criteria like appreciation memo, general memo, and warning memo.
3. **EMPLOYEE RATING BY TEAM LEADS:** Employee rating will be rated by 1-5 score range with criteria like job skills, quality of work, ethics, behaviour, initiation etc.
4. **DEPARTMENT KPI (Key Performance Indicators):** All departments are set with a target and milestones for quantifying the employee effort and reward them to motivate the workplace. KPI will be rated by 1-5 score range according to the target results.