

## 1 Purpose

The purpose of this document is to outline the rationale behind and procedure of the Code of Conduct.

## 2 Application

This procedure applies to all PYBAR personnel.

## 3 Accountabilities

### 3.1 Chief Operating Officer (COO)

The COO will ensure that this procedure is applied consistently and will provide adequate resources for its implementation.

### 3.2 Managers

Frontline and specialist Managers will comply with the requirements of this procedure and carry out any specified actions or delegated duties. Business Unit Managers will ensure that employees under their control comply with this procedure.

### 3.3 Supervisors

Frontline Supervisors will comply with the requirements of this procedure and carry out any specified actions or delegated duties.

### 3.4 Employees

Employees will comply with the requirements of this procedure and carry out any specified actions or delegated duties.

## 4 Method / Action

### 4.1 General

The Code of Conduct (Code) is designed to assist employees and representatives of PYBAR Mining Services Pty Ltd (PYBAR) to resolve ethical issues and to be a general guide for daily work practices.

By consistently applying the standards set out in the Code, PYBAR employees will ensure good business practice. The Code will support and ensure that PYBAR's reputation as an ethical, law abiding Company is maintained and protected and also ensure that behaviour towards each other and the broader community is appropriate. Breaches of the Code will be investigated and may result in disciplinary action, up to and including dismissal.

No Code of Conduct can hope to spell out the appropriate moral conduct and ethical behaviour for every situation with which we will be confronted. The PYBAR Code of Conduct underpins "the way we do things around here". The following Code of Conduct sets out the principles that govern how PYBAR employees should perform their duties, both in general and some important specific circumstances. It also sets out standards for maintaining good working relationships with co-workers, clients and the community.

A good reputation has to be earned and is easy to lose. It only takes one employee acting in an improper way for the good work of all to be placed in jeopardy. Everyone must work together to make sure that this does not happen.

## 4.2 PYBAR Values

PYBAR's values are the shared beliefs about what is desirable and worthy and have been developed for everyone within our Business.

### OUR VALUES DRIVE THE WAY WE WORK.

- **SAFETY**
  - Zero harm. Zero compromise.
- **SERVICE**
  - We are responsive and deliver solutions.
  - We do what we say.
- **RESPECT**
  - We look after our people and communities.
  - We listen and act with honesty and integrity.
  - We build and maintain relationships.
- **RESULTS**
  - We exceed expectations by doing more with less.
  - We set the standards for industry best practice.

## 4.3 Procedure

### 4.3.1 Compliance with Laws and Regulations

All PYBAR employees must comply with all applicable laws and regulations.

It is an individual's responsibility to ensure that they are familiar with all applicable laws and regulations relevant to their work. Under no circumstances should an employee take any action or knowingly be party to any action that is illegal or could be regarded as legally doubtful. Ignorance of applicable laws and regulations will not be considered an appropriate reason for non-compliance.

### 4.3.2 Theft, Fraud and Misappropriation of Company Assets

Employees must not participate in or arrange any activity involving paid Company time, or use of Company materials or assets for their personal gain, or the benefit of others outside the Company unless that activity has been authorised by their Manager.

Theft or unlawful possession of Company or other employees' property, or failure to disclose knowledge of theft, fraud, or misappropriation conducted by others, will be regarded as serious misconduct. Any intentional, wilful or careless disregard for Company property which results in costs to PYBAR, will also be considered gross misconduct.

### 4.3.3 Safety & Health

PYBAR places paramount importance upon the safety and wellbeing of its people and the environment.

PYBAR will maintain a Safety and Health Management system and will provide training, equipment and facilities with the aim of eliminating all injuries, incidents and occupational illnesses from their workplace. There will be regular communication about health, safety and the environment.

### 4.3.4 Political Support

PYBAR does not participate in party politics and does not make political payments. PYBAR respects the civil and political rights of its employees and representatives. PYBAR respects the right of employees and representatives to privacy with regard to personal political activity so long as individuals carry out these

activities in their own time. PYBAR will not attempt to influence this activity, provided political views are not imposed on any person at the workplace.

## 4.3.5 Outside Interest and Involvement

Though off-duty participation in voluntary work is encouraged, employees must not be involved in any outside business venture that is likely to detract from the performance of their employment duties, or lead to any conflict of interest. Wherever there is doubt, employees should discuss this with their Supervisor or Manager.

PYBAR employees shall not make improper use of Company resources or information for personal use, or to gain direct or indirect advantage or benefit for the employee or for others.

## 4.3.6 Anticompetitive Behaviour

Employees must adhere strictly to the letter and apply the spirit of competition laws wherever business is conducted. It is recognised that these laws are complex and can be difficult to interpret. Wherever there is doubt, employees should seek advice from their Manager.

Notwithstanding the complexities of competition laws, employees must never engage in any conduct that could or does result in discussions, understandings, or agreements with competitors to fix prices, allocate territories or customers, or boycott a particular client or clients. Neither claims of ignorance and good intentions nor failure to seek timely advice will be accepted as an excuse for non-compliance.

## 4.3.7 Compliance with Policies and Procedures

PYBAR employees have an obligation to comply with PYBAR policies and procedures. These policies are available on PYBAR's intranet (SharePoint) or can be obtained from your Manager / Supervisor. They are reviewed and updated regularly.

## 4.3.8 Contracts with Manufacturers and Suppliers

PYBAR employees must maintain high ethical standards in the acquisition of goods and services. Where PYBAR undertakes a competitive sourcing process, each potential supplier is entitled to expect PYBAR to follow principles of fair competitive bidding. All quotations and related information submitted will be treated as confidential and will not be used with the intent of giving or receiving unfair advantage.

In respect of our major contracts, PYBAR expects that suppliers will have policies consistent with PYBAR's, particularly in regard to ethical standards (including principles of fair treatment).

## 4.3.9 Gifts, Bribes and Third Party Incentives

PYBAR considers the direct or indirect offer, payment, soliciting, or acceptance of bribes as unacceptable. Any gifts or services that could be interpreted as an exchange or reward for preferential treatment are unacceptable and will be viewed as a serious breach of this Code. If in doubt, the matter should be raised with the relevant Manager.

Bribery, in all its forms, is prohibited. PYBAR employees should not promise, offer, nor accept bribes or anything that could be taken for one, either directly or indirectly.

## 4.3.10 Working with PYBAR People

Employees of PYBAR are expected to behave in a manner that reflects PYBAR's values and encourages and recognises the contribution that we can all make to the business. PYBAR is committed to providing a workplace that is safe for all people and is free from any form of discrimination or harassment.

Any inappropriate and / or illegal behaviour should be reported to the appropriate person within PYBAR. PYBAR will treat any complaint of this nature seriously, and will not tolerate victimisation of any genuine complainant.

**Specific standards for PYBAR employees include:**

## 4.3.10.1 Bullying and Harassment

Employees must not, under any circumstances behave in a manner that could reasonably lead to another person being injured, humiliated, intimidated or offended. Any person who is found to have bullied or harassed another person, or who has participated in the bullying or harassment of another person, will be subject to disciplinary action. Employees are also subject to civil and criminal law in these circumstances.

## 4.3.10.2 Equal Opportunity and Discrimination

PYBAR is committed to providing a workplace that is free from discrimination, harassment, and victimisation. As such, PYBAR aims to embed equal employment opportunity and antidiscrimination practices into all aspects of its operations.

Employees must not under any circumstances, behave in a manner that could lead directly or indirectly to another individual being discriminated against in relation to any PYBAR business. Any person found to have directly or indirectly discriminated against another person will be subject to disciplinary action. Employees are also subject to civil and criminal law in these circumstances.

## 4.3.10.3 General and Social Media

These guidelines apply to employees of PYBAR creating or contributing to blogs, wikis, social networks, or any other forms of social media, both on or off the PYBAR website. PYBAR expects all who participate in social media on behalf of, or in any way related to PYBAR, understand and follow these guidelines.

The guidelines below are a starting point for appropriate and responsible engagement in social media, and will continue to evolve as new technologies and social networking tools emerge.

**If you participate in social media, please follow these guiding principles:**

- be smart and exercise good judgment as to what's best for yourself and PYBAR;
- post meaningful, respectful comments (in other words, no spam and no remarks that are off-topic or offensive);
- always pause and think before posting;
- your participation is your own responsibility;
- respect proprietary information, content and confidentiality;
- when disagreeing with others' opinions, keep it appropriate and polite; and
- know and follow the PYBAR code of conduct, confidentiality and privacy policies.

**The guidelines below are a starting point for engaging in general media such as television and radio:**

- respect proprietary information, content and confidentiality of PYBAR and clients;
- remember to demonstrate professional, straightforward and appropriate communication;
- know and follow the PYBAR conduct and privacy policies;
- do not make assumptions about a topic on behalf of PYBAR and clients; and
- if unsure when engaging in general media, contact the Project Management and / or the HR Department for clarification.

## 4.3.10.4 Other Inappropriate Behaviour

Employees must not participate in any behaviour that could cause offence or harm to other people.

**Examples of such behaviour may include:**

- making false or malicious statements about other employees, or PYBAR as a business;

- gambling at work (unless it is a sweep or footy tips authorised by the Manager / Supervisor according to local custom); and
- horseplay, practical joking or skylarking at work.

In circumstances where an employee may have breached an Australian law, PYBAR may notify the police or other relevant government authority.

## 4.3.11 Communication

The way we communicate within and external to PYBAR reflects PYBAR's values. Everyone has a responsibility to ensure that communication is timely, accurate, and appropriate to the circumstance.

**Specific standards for employees communicating for and on behalf of PYBAR include:**

### 4.3.11.1 Confidential or Sensitive Information

Employees may not, without the CEO's permission, divulge to any person any information concerning the affairs of PYBAR, or make use of such information for their own benefit or for the benefit of others.

Documents or systems that contain confidential information or which could be subject to abuse, such as certificates, reports, maps, cheques and computer data, should be kept secure at all times.

Information relating to an individual's salary package and medical records is confidential.

### 4.3.11.2 Email and Internet Usage

PYBAR provides an email and internet system to help staff work in a collaborative and effective manner. The email or internet system must not be misused in any way, including:

- transmitting or accessing material that may be considered offensive or which is obscene or defamatory;
- representing personal opinions as those of PYBAR;
- revealing or publishing confidential information; or
- engaging in network traffic not related to work that is high volume (exceeding 30 minutes per day), sustained, or contrary to the provision of the IT system as a tool for conducting PYBAR business.

## 4.4 Monitoring the Procedure

### 4.4.1 Use of the Code of Conduct

The PYBAR Code of Conduct will be conveyed to new employees during the Induction process. PYBAR core Values will be incorporated in the Employee Performance Review process and when applicable, will underpin the development of:

- position objectives and accountabilities; and
- performance indicators and targets.

These will be agreed between a Supervisor and individual. Where applicable, a Supervisor and individual may identify one or two core behaviours as a particular area of focus of an individual's work performance review for the next twelve months. Although all individuals are expected in some degree to exhibit core behaviours, not all the behaviours might be listed in the criteria for performance review.

### 4.4.2 Breach of the Code of Conduct

Any breach of the PYBAR Code of Conduct will be treated seriously and thoroughly investigated. At the same time, any suspected or alleged breach under investigation will be treated with confidentiality. If employees or representatives of the Company believe their own actions have, or may have breached the Code, they should advise their Supervisor / Manager.

If there has been a serious breach or there is a suspicion that a serious breach of the Code has been, or will be committed by an employee of PYBAR, it must be promptly and confidentially reported to the appropriate Manager or if the Manager is involved, to the appropriate off site Senior Manager. If an employee would like to discuss the issue before making a formal complaint, they can contact the Senior SHE & HR Manager for advice, and this will be treated in confidence.

PYBAR will support employees who inadvertently breach the Code and report the breach. However, incidents of wilful or negligent non-compliance, failure to report breaches or efforts to cover up breaches are considered to be serious and may be grounds for disciplinary action, up to and including removal from a role as well as external legal action.

To ensure PYBAR maintains adequate compliance records and reporting functions, all breaches of the Code and actions taken as a result of the breach, must also be reported.

Any person who has queries about the Code should raise them with their PYBAR Supervisor, Manager or contact that HR Department.

## Code of Conduct

### Signature Page

As a PYBAR employee, I understand that I must adhere to the Code of Conduct adopted by the Company. By my signature, I hereby acknowledge that I have read and understand the Code of Conduct and agree to abide by the prescribed conduct set forth in this document.

.....  
**Employee's Name (Please print)**

.....  
**Employee's Signature**

...../...../.....  
**Date**

.....  
**Witness's Name (Please print)**

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**Witness's Signature**

...../...../.....  
**Date**