Code of Conduct Card Set

Card 1

Safety and Health
Plan and prepare a skit demonstrating the principle below:

We believe all fatalities, injuries and occupational illnesses are preventable. We commit to the goal of everyone going home safe and healthy every day.

- *Each of us is responsible for working safely, adhering to our standards and caring for the health and safety of those around us.*

- *We must be fit for work when we come to work. This means, amongst other things, not possessing, consuming or being under the influence of alcohol or drugs while working on our or on one of our sites.*

- *We expect others we work with, including consultants, agents, contractors and suppliers, to respect and adhere to our health and safety requirements.*

- *We have a responsibility to report and stop the work of colleagues if we think they are putting their health and safety or that of others at risk.*
Code of Conduct Card Set

Card 2

Employment and inclusion
Plan and prepare a skit demonstrating the principle below:

We believe all employees have the right to a fair and inclusive working environment of which they are proud to be a part.

- **We value diversity; we do not discriminate whether based on race, gender, nationality, ethnic origin, religion, age, sexual orientation or other status.**

- **We believe everyone should be treated with dignity and respect. Bullying, intimidation or harassment of any kind is not acceptable in our workplace.**

- **We are committed to meeting local laws and international agreements about workforce labour. We respect that people have the right to choose whether to belong to a union and seek to bargain collectively.**

- **We work with governments to share the economic benefits of developing a country’s mineral resources with the communities in which we operate. This may include government requirements for us to favour local employment.**
Code of Conduct Card Set

Card 3

Human rights
Plan and prepare a skit demonstrating the principle below:

We respect human rights and commit to avoid human rights harm.

• **We support the United Nations’ Universal Declaration of Human Rights and respect those rights wherever we operate.**

• **We take measures to prevent our involvement in human rights harm through our business relationships. We reject any form of slavery. We never use forced or child labour.**

• **We work with public and private security providers to avoid security arrangements that cause or contribute to human rights violations. We limit the use of firearms for the security of our sites as far as possible.**
Code of Conduct Card Set

Card 4

Data privacy
Plan and prepare a skit demonstrating the principle below:

We respect each person’s privacy. We comply with all laws in the collection, use and protection of personal information in connection with our business.

- **We only collect and handle the personal information of our colleagues, shareholders, business partners, suppliers, customers and associated family or next of kin when needed for legitimate business purposes. We respect the rights each of us has to review, update and correct our information.**

- **We only share personal data with others when there is a legitimate business need or legal need for them to know it. We ensure they understand the importance of keeping the data private.**

- **When we work with others such as suppliers and consultants, we make clear the importance we place on privacy and the standards we expect.**
Code of Conduct Card Set

Card 5

Conflicts of interest
Plan and prepare a skit demonstrating the principle below:

We ensure our personal activities and interests do not conflict with our responsibilities at the company.

• We use good judgment to avoid conflicts of interest or even the appearance of a conflict.

• We declare actual and potential conflicts. Where a conflict cannot be avoided we manage it appropriately.

• We do not allow ourselves to obtain any personal advantage through our position or role within the company.
Code of Conduct Card Set

Card 6

Bribery and corruption
Plan and prepare a skit demonstrating the principle below:

We do not commit, or become involved in, bribery or corruption of any form.

- **We do not buy business or favour, no matter where we operate, no matter what the situation is, no matter who is involved.**

- **We never offer, give, demand or accept any financial or other favour to, or from, any person in order to secure business or any other advantage.**

- **We do not use or make payments to speed up routine administrative actions.**
Code of Conduct Card Set

Card 7

Confidential information and insider trading
Plan and prepare a skit demonstrating the principle below:

We protect our shareholders and ourselves by responsibly managing our own and third parties’ confidential information. We never use it for personal advantage.

- Confidential information includes technical information about products or processes, vendor lists, pricing, marketing or service strategies, non-public financial reports, and information on asset sales, mergers and acquisitions.

- We are careful about where and to whom we talk about confidential information, and where and how we store it.

- We do not disclose or use any confidential information for personal profit or advantage.

- We do not share inside information with anyone else including our family and friends; we never commit the offence of insider dealing in our company’s or third parties’ securities.
Code of Conduct Card Set

Card 8

Host communities
Plan and prepare a skit demonstrating the principle below:

We develop strong and lasting relationships with our local and regional host communities based on respect, a desire to learn and mutual benefit.

• *Our relationships with local and regional communities are a key part of our projects and operations. We recognise and respect the cultures, lifestyles and heritage of our neighbours.*

• *We respect the diversity of indigenous peoples and acknowledge their unique and important interests in lands, waters and environment as well as their history and traditions.*

• *We work with communities in creating mutually beneficial agreements; we share and explore our plans with them in a format and language they understand.*

• *We encourage local communities to participate in the economic activity our operations create. We support regional and community based projects that contribute to sustainable and independent development.*
Card 9

Relations with government, international organisations and civil society
Plan and prepare a skit demonstrating the principle below:

We build lasting relationships with governments and engage with international organisations and civil society to help develop robust policy and regulation. We do not favour any political party, group or individual.

- We engage on public policy and legislative issues that affect our business. We contribute useful information and share our experiences to help create sound policy and legislation.

- We respect the political process. As a company we do not involve ourselves in party political matters. We do not make any payments for the purposes of election or re-election.

- We do not restrict individual rights and freedoms; employees and contractors may support political parties, candidates or campaigns in their own time and with their own money.
Code of Conduct Card Set

Card 10

Transparent communication
Plan and prepare a skit demonstrating the principle below:

We build trust by communicating openly and honestly.

- We share accurate information about our operations and financial performance with our stakeholders, including media, investors and regulators.

- We comply with our market disclosure obligations and share material information that may affect how the market views our company.

- We communicate openly and in a timely manner with employees and encourage honest conversations with each other.
Code of Conduct Card Set

Card 11

Environment
Plan and prepare a skit demonstrating the principle below:

We are committed to protecting the environmental values of the regions where we operate and maintaining good product stewardship for the long term.

• We understand and then mitigate the impacts our activities and products might have on the environment as we plan, build, operate, decommission and close our operations and work with our suppliers and customers.

• We collaborate with neighbouring communities and continually seek sustainable improvements to product life cycles, biodiversity, climate change, land use, water and air, and mine closure to provide us continued access to resources and markets.
Code of Conduct Card Set

Card 12

Company property and records
Plan and prepare a skit demonstrating the principle below:

We use company property, financial and electronic resources to conduct company business and not for personal gain or non-authorised use.

• **We do not obtain, use or divert company property or financial resources for personal use or benefit, for activity that causes a conflict of interest, or is inappropriate or illegal.**

• **We are provided with electronic resources such as email, internet and telephone, to help us do our jobs. We can occasionally use these resources for personal reasons if that use does not impact company systems, incur undue costs for the company or interfere with our work duties.**

• **We keep true and accurate records of all financial transactions and non-financial company materials.**

• **We do not alter, destroy or remove company property or company records unless authorised.**