

EQUAL OPPORTUNITY EMPLOYMENT & DIVERSITY POLICY

1. INTRODUCTION

The Company is committed to actively managing diversity as a means of enhancing the Company's performance by recognising and utilising the contribution of diverse skills and talents from its directors, officers and employees.

Diversity involves recognising and valuing the unique contribution people can make because of their individual background and different skills, experiences and perspectives, including persons with co-existing domestic responsibilities. Diversity may result from a range of factors including age, gender, ethnicity, cultural background, religious or political affiliations or other personal factors. The Company values the differences between its people and the contribution these differences make to the Company.

The purpose of this Equal Opportunity Employment & Diversity Policy is to set out the commitment by the Company to actively seek to maintain a diverse workforce and to create a workplace that is fair and inclusive, applies fair and equitable employment practices and provides a working environment that will allow all employees to reach their full potential.

2. ACCOUNTIBILITY & RESPONSIBILITY

The Board, assisted by Management is responsible for fostering an environment where:

- a. Individual differences are respected;
- b. The ability to contribute and access employment opportunities is based on performance, skill and merit; and
- c. Inappropriate attitudes, behaviours and stereotypes are confronted and eliminated.

3. SUPPORTING EQUAL OPPORTUNITY EMPLOYMENT & DIVERSITY

The Company is committed to being an equal opportunity employer and encourages diversity in employment, and in the composition of the its Board, as a means of ensuring the Company has an appropriate mix of skills and talent to conduct its business and achieve the Company's goals.

Specifically, the Company will provide equal opportunities in respect to employment and employment conditions by:

- a. **Hiring:** the Company will ensure that its recruitment and selection processes and practices at all levels (from the Board downwards) are appropriately structured so that a diverse range of candidates are



considered and that no conscious or unconscious biases are applied that might discriminate against certain candidates. In addition, the Company will seek to ensure that all matters related to employment and career development will be free from discriminatory practices by ensuring that selection for jobs and career progression will be determined by personal merit, competency, qualifications and ability to effectively perform the role.

- b. **Training:** all internal and external training opportunities will be based on merit and in light of the Company and individual needs. The Board will consider senior management training and executive mentoring programs to develop skills and experience to prepare employees for senior management and Board positions.
- c. **Career Advancement:** all decisions associated with career advancement, including promotions, transfers, and other assignments, will meet the Company's needs and be determined on skill and merit.
- d. **Remuneration:** the Company will ensure pay equity across roles and grades of employees taking into account individual performance, experience, location or role and job nature.

4. WORK ENVIRONMENT

As a priority, the Company will continue to promote a culture that embraces and values diversity, tolerates differences and treats all members of the workforce with fairness and respect. It will ensure that all officers, employees and contractors have access to a work environment that is free from harassment. The Board and senior managers are required to ensure that the work environment is harassment free, and to ensure that complaints or reports of sexual, religious, racial or any other harassment are treated seriously, confidentially and sympathetically by the Company.

In addition, the Company recognises that employees (male and female) at all levels may have domestic responsibilities and will seek, where possible to adopt flexible work practices that will assist them to meet these responsibilities.

5. REPORTING RESPONSIBILITY

It is the responsibility of all Directors, Officers and employees to comply with the Company's *Equal Opportunity Employment & Diversity Policy* and report violations or suspected violations in accordance with this *Equal Opportunity Employment & Diversity Policy*.

The Board will proactively monitor Company performance in meeting the standards and policies outlined in this Policy. This will include an annual review of this Policy to ensure that it remains consistent with the Board's commitment towards seeking to maintain a diverse workforce which is free from discriminatory practices.



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6. COMPLIANCE WITH THIS POLICY

Any breach of compliance with this *Equal Opportunity Employment & Diversity Policy* is to be reported directly to the Managing Director or Chair, as appropriate. Anyone found to be in breach of this *Equal Opportunity Employment & Diversity Policy* may be subject to disciplinary action, including termination.

Prepared by:	Company Secretary
Approved by:	Board of Directors
Policy Establishment Date:	July 2011
Last Review Date:	30 June 2015
Review Frequency:	Annually or as required