

Code of Conduct

The Company requires that all employees abide by the following Code of Conduct at all times while at work or travelling to and from work sites. It explains the principles covering appropriate conduct in a variety of contexts and outlines the minimum standard of behaviour expected from Employees.

Failure to adhere to the Code of Conduct will lead to disciplinary actions, which could result in termination of employment.

All personnel must:

- Adhere to Papua New Guinean laws and regulations at all times.
- Display respect for local residents and customers at all times.
- Abide by Company policies and procedures at all times, including the Drug and Alcohol policy.
- Abide by all Security, Health, Safety, and Environmental policies and procedures.
- Practice safe and considerate use of vehicles on public roads and in communities, including reducing speeds where pedestrians are present or to reduce dust.
- Advise their supervisor immediately if they feel they are in Conflict of Interest situation. Conflict of Interest is defined as having a personal interest in a business decision such as when you are dealing with your family, friends or wantoks.
- Respect company assets, including vehicles, electronic equipment, furniture, etc., and use them efficiently to advance the objectives of Remington Group.
- **Not** have in possession or consume illegal drugs, alcohol, and/or betel nut onsite. Any employee be found to be in possession of, or to have consumed, or to be under the influence of illegal drugs, alcohol, or betel nut would be in breach of company policy.
- Respect the privacy of other individuals.

All personnel are strictly forbidden from:

- Engaging in prostitution, gambling or bribery (accepting or requesting gifts from any third party without declaring it to a supervisor).

- Fighting for any reason.
- Engaging in harassment of other personnel or visitors.
- Having weapons at work. Weapons can include, but are not limited to, knives, firearms, machetes, and/or any item which could reasonably be construed as presenting a physical danger to others.
- Intimidating or retaliating in any way against any person, including clients, managers or employees, whom have raised concerns about potential breaches of the Company's health and safety policies, OR lodged a grievance/ formal complaint of any kind against them.
- Discriminating against any personnel or visitors based on gender, ethnicity, etc.
- Engaging in political campaigning or other political activities during work hours.
- **Referring internal Company matters including grievances and disputes to external third parties including, but not limited to, press, local government, or Police, until such time as all internal investigations and review processes have been exhausted (Staff whom have been the victims of serious criminal offences eg assault including plausible threats to their safety and/or that of their families may, of course, refer these offences to the Police at their own discretion.
Similarly, staff have a statutory entitlement to seek advice and/or support from the Department of Labour, Worker's Compensation Board etc in relation to seeking or confirming information regarding their rights and entitlements as employees.)**

General Managers and Managers are responsible and accountable for:

- Undertaking their duties and behaving in a manner that is consistent with the provisions of Code of Conduct,
- The effective implementation, promotion and support of the Code of Conduct in their areas of responsibility,
- Ensuring Employees under their control understand and follow the provisions outlined in the Code of Conduct.

All employees are responsible and accountable for:

- Undertaking their duties in a manner that is consistent with the provisions of the Code of Conduct,
- Reporting suspected corrupt conduct, and

- Reporting any departure from the Code of Conduct by themselves or others.

You should not behave in a way which has the intent or effect of offending or embarrassing other employees or the public in a manner contrary to legislative requirements.

When carrying out your duties, you will:

- Obey any lawful direction from a person who has the authority to give the direction. If you have a dispute about carrying out a direction you may inform your immediate manager as soon as possible;
- Behave honestly and with integrity. You will avoid behaviour that could suggest that you are not following these principles. This will include a duty to report other employees who are behaving dishonestly;
- Make sure that you carry out your work efficiently, economically and effectively as you are able and that the standard of your work reflects favourably on yourself and the company;
- Follow the policies of the company in all aspects of work to achieve outcomes that are socially responsible and sustainable;
- Treat employees, clients and stakeholders with respect;
- Maintain individuals' rights to privacy and undertake to keep personal information in confidence;
- Do not use, possess or distribute pornographic or offensive materials;
- Comply with all national and international laws when representing the Company in public forums.

Employees at all levels represent the Company in the course of their employment including when travelling on Company business, attending functions on behalf of the Company or internal Company meetings, conferences, training programs, seminars or any other function.

Your behaviour in all these circumstances reflects on the company and its image. As such, you should act in an appropriate business-like manner that will in no way harm the image of the Company or infringe any other Company policies.

Where any Company function or meeting is held that involves the availability of alcohol, steps should be taken to ensure that it is not abused. You should be aware that being work-related, behaviour in those situations can be subject to disciplinary procedures.

Conflict of Interest

Potential for conflict of interest arise when it is likely that you could be influenced, or it could be perceived that you are influenced by a personal interest when carrying out your duties. Conflicts of interest that lead to biased decision making may constitute corrupt conduct.

Some situations that may give rise to a conflict of interest include situations where you have:

- Financial interests in a matter the company deals with or you are aware that your friends or relatives have a financial interest in the matter;
- Directorships/Management of outside organisations;
- Membership of Boards of outside organisations;
- Personal relationships with the people the company is dealing with which go beyond the level of a professional working relationship;
- Secondary employment, business, commercial, or other activities outside of the workplace which impacts on clients and/or Employees of the company;
- Involvement in party political activities; and
- Access to information that can be used for personal gain.

You may often be the only person aware of potential for conflict. Therefore, it is your responsibility to avoid any financial or other interest that could compromise your ability to perform your duties impartially. It is also your responsibility to report any potential or actual conflicts of interest to your manager.

If you are uncertain whether a conflict exists, you should discuss that matter with your manager and attempt to resolve any conflicts that may exist.

You must not submit or accept any bribe, or other improper inducement. Any advances of this nature are to be reported to senior management. If you are dealing with, or having access to, sensitive information, you should be particularly alert to inappropriate attempts to influence you.

Security of Information

Employees are to make sure that confidential and sensitive information in any form (e.g. documents, computers files) cannot be accessed by unauthorised persons. Sensitive material should be securely stored overnight or when unattended.

Employees must ensure that confidential information is only discussed with people who are authorised to have access to it. It is considered a serious area of misconduct to deliberately release confidential documents or information to unauthorised persons, and may incur disciplinary action.

Intellectual Property/Copyright

The term 'intellectual property' includes the rights relating to scientific discoveries, industrial designs, trademarks, service marks, commercial names and designations, and inventions.

Remington is the owner of intellectual property created by Employees in the course of employment unless a specific prior agreement has been made. Employees must clarify the intellectual property position before making any use of that property.

Discrimination, Harassment and Workplace Bullying

Employees must not harass, discriminate, or support others who harass and discriminate against colleagues or members of the public on the grounds of sex, pregnancy, marital status, age, race (including their colour, nationality, descent, ethnic or religious background), physical or intellectual impairment, homosexuality or transgender. Employees also must not participate in any form of workplace bullying or support others who do so.

Any employee who uses Remington's resources to perpetrate harassment or domestic violence (e.g. use of work phones, use of cars, use of workspaces etc.) will be subjected to disciplinary processes, which may include termination of their employment.

Managers must make sure that the workplace is free from all forms of harassment, unlawful discrimination and workplace bullying. They should understand and apply the principles of Equal Employment Opportunity and ensure that the Employee they supervise are informed of these principles and are made aware of the Grievance Handling procedures.

In addition, Remington does not condone any form of domestic violence and is committed to ensuring the Employees are provided with information, training and support on how to effectively address domestic violence.

Corrupt Conduct

Commonly it involves the dishonest or partial use of power or position which results in one person/group being advantaged over another. Corruption can take many forms including, but not limited to:

- official misconduct;
- bribery and blackmail;

- unauthorised use of confidential information;
- fraud; and
- theft.

Any form of corrupt conduct will not be tolerated by the company. Disciplinary action up to and including dismissal will be taken in the event of any Employee participating in corrupt conduct.

Occupational Health & Safety

It is the responsibility of all Employees to act in accordance with the occupational health and safety legislation, regulations and policies and their respective organisations and use security and safety equipment provided.

Specifically, all Employees are responsible for safety in their work area by:

- following the safety and security directives of management;
- advising management of areas where there is potential problem in safety and reporting suspicious occurrences; and
- minimising risks in the workplace.

Conduct of Current / Former Employees

Employees should not misuse their position to obtain opportunities for future employment.

Employees should not allow themselves or their work to be influenced by plans for, or offers of employment outside of Remington. If they do there is a conflict of interest and their integrity and that of Remington is at risk.

Former Employees should not use, or take advantage of confidential information obtained in the course of their official duties that may lead to gain or profit, until it has become publicly available.

Breaches of the Code of Conduct

Employees should note that breaches of certain sections of this Code of Conduct may be punishable under laws and legislation.

Breaches of this Code of Conduct may lead to disciplinary action. The process for disciplinary action is outlined in Remington's Grievance and Disciplinary policies and guidelines, relevant industrial awards and agreements.

I acknowledge that I have read and understand the above.

Name	
Signature	
Date	

**** Please read, sign and date, and return.**