

Discrimination and Harassment Policy

Wakeman Mining Services Pty Ltd is committed to providing our employees with a workplace free from discrimination and harassment on the basis of age, race, nationality or ethnic origin, marital status, religious beliefs, political views, gender, family status, sexuality, impairment (including physical, intellectual, mental or medical) and association with a person in these areas. Included within this policy is the right to freedom from harassment. Each employee is responsible for adhering to the intent of this policy. Acts of discrimination or harassment constitute unacceptable behaviour. The Company will take such disciplinary action, as it deems appropriate against any person under its direction who subjects any employee to discrimination or harassment.

This policy and procedure applies to all employees, visitors and sub-contractors on a Wakeman Site.

In pursuing this commitment we will ensure:

- ✓ All supervisors are aware of Company Policy on discrimination and harassment,
- ✓ Informal counselling is available to employees and supervisors on matters of discrimination and harassment,
- ✓ Investigation of complaints is carried out promptly and the necessary action to prevent recurrence is taken,
- ✓ The appropriate Manager is informed that a complaint has been lodged, and confidentiality of the complaint is maintained as far as possible for the protection of all parties involved,
- ✓ That all employees are informed of the Company's discrimination and harassment policy,
- ✓ A duty of care in accordance to specific statutory requirements embodied in State Mining Legislation and similar State Legislation under the Common Law,
- ✓ That clarification to employees of what constitutes discriminatory and harassing behavior is provided,
- ✓ That all employees are informed of procedures for handling discrimination and harassment complaints,
- ✓ Action is initiated without waiting for an individual complaint when discriminatory and harassing behavior is known to be taking place,
- ✓ That the appropriate manager is advised upon receipt of a discrimination and harassment complaint, who will then initiate the investigative action,
- ✓ The alleged harasser, supervisor and complainant, are all informed in writing that an investigation is to take place,
- ✓ Full co-operation is undertaken with management in the resolution of the complaint, and
- ✓ That the complainant and alleged harasser are informed of the investigation outcome in writing.

This signed statement of Policy confirms our commitment.

A handwritten signature in blue ink, appearing to read 'R. Smith'.

Robert Smith
Director

1st January 2012