



GLASS EARTH LIMITED

Glass Earth Employee Protocols

Exploration Environmental policy

Glass Earth regards environmental care as an integral part of its business and is committed to excellence in management of environmental matters. Our aim is to minimise impact on the environment at every stage of work, from planning through exploration, development, mining and decommissioning. To achieve this, Glass Earth will conduct its exploration activities in a manner that will:

- Minimise disturbance to the natural environment, to crops and livestock.
- Fully consider the concerns of property owners, Tangata Whenua, the general public and other users of the land.

For more specifics, there is a Glass Earth Environmental Policy that can be read.

Employee responsibility in respect of health, safety and the environment

- All employees have a responsibility to follow rules for safe and healthy operation and to report hazards to their supervisors. Everyone is expected to use his or her job skills and knowledge to improve safety and protect the environment.
- Employees are expected to co-operate responsibly with the company in complying with any requirements in respect of health, safety and the protection of the environment, as may be required under any relevant laws, regulations, codes of practise and the company's policy for health, safety and the environment, or other instructions as may be issued from time to time.
- An employee shall not intentionally or recklessly interfere with or minimise anything provided in the interests of safety or health of themselves or others. An employee issued with any form of protective clothing or safety equipment shall wear or use that item in such manner as to achieve the purpose it was provided for.
- Employees should seek advice from their supervisor before undertaking any procedure for which they do not have the appropriate training, experience or equipment to carry out the procedure safely and without endangering themselves, other's or the environment.
- The employer of the visiting employee, not the farmer or landowner, will be the person with control of the work place.
- In gaining access to farm land all practicable steps should be taken and prior to visiting a farm to undertake work (even if a legal right of entry exists), the farmer

or owner of the land to be visited should be contacted and advised of the visit. When contacted, the farmer should advise the intended visitor (employer) of any work hazard in the area and take all practicable steps to ensure that no work hazard will be a cause or source of harm to the visitor (employee/contractor or contractor's employee)

- The visiting employer is to take all practicable steps to ensure that his/her employees can access and carry out the work safely and that the employee takes no action or inaction that could harm any other person.
- Where contact with the farmer or landowner is not possible, or an emergency arises, the employees need to take all appropriate action for their own and other peoples safety while accessing or working in the place of work.
- If an organisation lets out a contract for work to be performed on private land, the organisation letting the contract would assume the duties of a 'principle'. The principle is to take all practicable steps to ensure that no employee of the contractor, no contractor or subcontractor (including self-employed contractors or subcontractors) are harmed while doing any work that the contractor was engaged to.
- All employees must take notice of any information, instruction, or warning signs and they should not proceed if in doubt, until they contact the farmer or landowner for advice. If contact with the farmer or landowner can not be made, the visiting employee should report back to her/his employer before proceeding. If an obvious hazard exists, access to the work area or work should cease until it is safe to proceed.
- Visiting employees must not venture into unauthorised areas.
- Any accident, incident or occurrence of serious harm to an employee working on another person's farm or property, will need to be recorded, investigated or notified as necessary by the injured employee's employer

Further information relating to health, safety and the environment may be obtained from your Field Supervisor or Safety Advisor.

Employee development

The company undertakes to employ, train and develop its employees to the extent of the opportunities provided by Glass Earth, consistent with the needs of the business.

Employee duties

Employees are required to carry out their duties safely, to the best of their ability, efficiently and without artificial constraint and to comply with any lawful instruction issued by the company.

Employee welfare

The company is committed to provide a safe and healthy workplace, free from any form of discrimination and harassment. Both parties have legal obligations with respect to these areas of employment, which also addresses smoking, alcohol and drug use. All parties should make themselves aware of their responsibilities, as failure to observe the requirements may lead to termination of employment.

All parties should acknowledge their obligations to each other and third parties with respect to these matters.

Employee obligations with respect to company property

Employees are obliged to maintain any company property they may use in good order and comply with the law with respect to licence and copyright applications. Failure to observe these responsibilities may lead to termination of employment.

Employees are obliged to wear and maintain in good order (subject to fair wear and tear) any tools, safety clothing and protective equipment provided by Glass Earth.

Standard of conduct of employees

Employees are required to ensure that their conduct at all times is in accordance with the highest ethical standards with respect to all business dealings involving the company.

Payments, gifts and gratuities

Employees will not give or receive any monetary payment, gift, benefit, personal favour or gratuity in or in connection with any business of the company.

Records and accounts

Employees will properly record and account for all transactions of the company by maintenance of the appropriate records and accounts. An employee will make no false or misleading entries into such records or accounts for any reason whatsoever.

Personal behaviour

It is a condition that employees do not indulge in any behaviour, either within or outside the workplace, which may adversely affect, directly or by implication, the company, its reputation or its employees.

Workplace responsibility

Employees are to observe safe working practises at all times. Where applicable, it is the responsibility of Glass Earth to ensure that employees have the sufficient equipment and training to ensure that the job can be undertaken safely. It is then the employees' responsibility to ensure that safe working practises are observed at all times and that no action is taken that results in an unsafe work environment.

If an employee has concerns, they are to be raised with the field supervisor.

Drugs and alcohol

Employees must be capable of performing their duties effectively, unimpaired by drugs or alcohol, whilst acting in the course of their employment or when representing the company outside the workplace or residing in camp. Therefore, no alcohol is to be consumed within 8 hours of the commencement of a rostered shift.

Where the company considers an employee's work performance to be impaired, it will take appropriate action with respect to the employee concerned so as to protect others and company property.

Vehicle use

In the course of your employment with the company, you may be required to drive company vehicles under a variety of conditions and, in doing so, you will be responsible not only for your safety, but also the safety of your passengers and other road users. Unsafe, careless or negligent driving, or abuse of vehicles or equipment, may result in dismissal from the company. As a safe driver it is your responsibility to ensure that:

- The vehicle is maintained in good condition (and to report all defects to your supervisor) to ensure a high standard of reliability and safety.
- When required to drive a 4wd field vehicle, you must ensure that you operate the vehicle and equipment with the utmost care to ensure the safety of yourself and other road users and observe all laws and regulations relating to the use of such vehicles and equipment.
- The vehicle is driven with due consideration to the land, stock, landowners and company vehicles.
- Seatbelts are worn at all times when travelling in a vehicle.
- Vehicles are to be driven at a speed that is safe under the conditions and in accordance with speed restrictions as required by law.
- If operating another company's vehicle, that you treat it with due respect and in a manner that abides by that company's safety instructions.

Equipment

It is the responsibility of the employee that any equipment supplied by the company is maintained in good condition (taking into account acceptable wear and tear) to ensure a high standard of reliability and safety. Any defects or concerns about equipment are to be brought to the attention of the field supervisor.

Camp rules

Remember that you are a representative of Glass Earth; your actions have a consequence for Glass Earth as well as for you. Because of this you are to behave in a manner that is respectful of the situation you are in.

Accommodation will be shared with other Glass Earth employees and contractors to Glass Earth. Because of this it is important to show consideration towards others:

- Keep areas clean and tidy.
- Limit noise when others are trying to sleep.
- Respect others.

Confidentiality

In consideration of my employment by Glass Earth:

I will not disclose to anyone outside Glass Earth, or use in other than Glass Earth business, any confidential information or material relating to the business of Glass Earth, either during or after my employment, except with the prior written permission of Glass Earth.

I will not use my position, or confidential information obtained in the course of my employment, for my personal advantage.

I will not publish original papers, or give an address, or use any data relating to the activities of Glass Earth without first seeking and gaining permission from my employing company.

Upon termination of my employment, or upon request at any time, I may be required to account to my employing company for all formal and informal papers containing information, confidential or otherwise, relating to Glass Earth's business. Such papers may include maps, reports, drawings, designs, photographs, calculations, specifications, formulae, forms, licences, agreements, contracts, manuals or other documents' related notes pertaining to Glass Earth's business.

As a condition of my employment with Glass Earth I will comply with the foregoing conditions, respect the confidential nature of Glass Earth's trading position, process, formulae, technology, methods and procedures and, both during and after employment, will take all reasonable precautions to keep such information secret.