



## EMPLOYEE CONDUCT & RESPONSIBILITIES

Acqua Drill Resources utilises procedures and practices which provide a safe working environment for its employees. In the event an employee is unsure as to whether they can complete the task safely, for whatever reason whatsoever, they must advise their supervisor immediately.

The drillers are in charge of worksites at all times; failure to comply with his/her designated work task will result in removal from that rig. Any grievances should be reported to management, utilising the forms available, and a solution to resolve the problem will be put into place.

However, should the employee fail to comply with the Driller's request to undertake reasonable tasks, then disciplinary procedural flows will be initiated.

Excessive consumption of alcohol while on assignment will not be tolerated and the company has a zero-tolerance policy during working hours.

Rig and Site induction forms must be completed on arrival at each worksite.

SWP's and/or JHA's covering the work activities must be reviewed and signed off by each crew member prior to commencement of work on site.

Safety Data Sheets (SDS) are kept in the driller's file on the drill rig. The employee is to read these sheets and familiarise themselves at what to do should they come in contact with any of the chemicals listed on the register.

Misuse of satellite phones in the vehicles will not be tolerated. These phones are only to be used for business and emergency purposes. The employee will be shown how to use the phone by the driller.

The employee is required to carry out such duties as may be required by the employer or his/her Supervisor (Driller).

The employee is required to take all due care and obey safety regulations in respect to the safe operation and handling of equipment and machinery at the workplace.

The employee shall be responsible for the safe operation of machinery and equipment in his/her care.

Whilst employed at the worksite, the employee is required to abide by the company and client rules.

No employee is to use any equipment or vehicles after work hours without consent from management.

No individual is to do any drilling without management approval.

No alcohol consumption, no smoking, in company vehicles or caravans.

No gambling, no possession or consumption of illegal drugs permitted.

No firearms, hunting/weapons and explosives are permitted either in camp or surrounding project areas.

No fighting and roughhouse behavior is permitted; first offence may be grounds for instant dismissal.

Theft of any form may result in instant dismissal.

No pets are allowed at worksites.

No fires are to be lit other than in fireplaces provided.

When traveling to and from site the employee is representing the company and their fellow workers. The employee is required to dress neatly and appropriately. Traveling in dirty work gear is unacceptable.

Good housekeeping and hygiene is required.

All employees are part of a team and should work together in a productive and safe manner.

A handwritten signature in black ink, appearing to read 'B Elford'.

Brendon Elford

**Operations Manager  
Acqua Drill Resources Pty Ltd**