



**AUSTRALIAN MINERAL
& WATERWELL DRILLING**

ABN 48 127 948 850

**CODE OF CONDUCT
&
DISCIPLINARY ACTION
POLICY**

CREATED AUGUST 2011

AMENDED MAY 2014:

AUTHORISED BY

VAUGHAN CULLEN

CODE OF CONDUCT

Australian Mineral & Waterwell Drilling Pty Ltd expects the highest standard of ethics and integrity from all employees whether employed in management, supervisory or operational roles

Every employee is an ambassador for the company while at work, living in accommodation supplied by the company, travelling in company vehicles, or otherwise engaged in any activities relating to the company or the business of the company.

Employees should not discuss company business with outside parties, including clients, if they are not qualified or authorised to do so. When employees are authorised and qualified to discuss company business they should at all times keep the best interests of the company in mind. If employees are not qualified to discuss company business and are asked to do so by clients, they should refer the client to those employees who are authorised and qualified.

All employees are expected to make themselves familiar with all company policies and abide by the conditions or behaviours set down in those policies.

Any employee who is found to have wilfully or deliberately damaged safety equipment will be liable for the replacement or repair cost of the equipment and will be subject to disciplinary action.

Any employee who is found stealing company or other property will be subject to disciplinary action and may also be reported to the police.

Any employee who is involved in an act of violence, fighting or inciting a fight, whilst at work or at any time while being accommodated by the company, travelling to or from site or is otherwise engaged in company related activities, will be subject to disciplinary action and may be reported to the police.

Any employee who is in breach of the drug and alcohol policy while at work or in company vehicle, or who drinks too much and becomes abusive, obnoxious or unruly while living in company supplied accommodation, will be subject to disciplinary action.

Any employee who causes damage to their place of accommodation and or fails to maintain that accommodation in a reasonable manner or breaches any rules pertaining to that accommodation, including excessive noise and unauthorised guests, will be subject to disciplinary action.

Any employee who breaches the site rules of client companies, or is refused permission to be on that site, will be subject to disciplinary action.

DISCIPLINARY ACTION

Disciplinary action may include the following:

Immediate removal from the worksite. If the employee has not worked the length of time required by the roster, they may have to pay for any fares associated with that removal from site.

Termination of employment

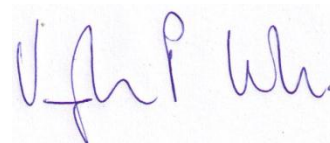
Loss of bonus payments for a period of time.

Demotion to a lesser position within the company.

Written warning.

All instances of behaviour which require disciplinary action will be treated fairly and with due consultation of all parties involved.

Vaughan Cullen



Managing Director
AMWD PTY LTD
MAY 2014