



**AUSTRALIAN MINERAL
& WATERWELL DRILLING**

ABN 48 127 948 850

DISPUTE RESOLUTION POLICY

CREATED NOVEMBER 2010

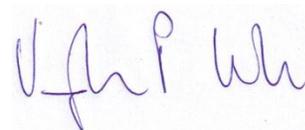
AMENDED MY 2014

AUTHORISED BY

VAUGHAN CULLEN

DISPUTE RESOLUTION POLICY

- AMWD is committed to prompt and fair resolution of all disputes of any nature which may arrive in the workplace. The policy governs all aspects of employment dispute resolution, including all legal claims that the employee may feel they have against the company.
- Employees should promptly discuss any problems or concerns that are related to their work in any way with their immediate supervisor. If the immediate supervisor is the cause of the problem, or if the employee feels uncomfortable discussing the matter with the supervisor, issues may be raised initially with any member of management.
- Whenever issues are raised, both AMWD and the employee will undertake to make a good faith effort to resolve the matter by openly discussing it and attempting to reach as resolution. If resolution is not achieved, the issue may be referred to the General Manager who will conduct such investigation as they deem appropriate and meet with the employee in a sincere effort to discuss, analyse and resolve the matter. If a mutual resolution is not reached, the General Manager may issue a determination on the issue which shall be final unless the employee invokes mediation under this procedure.
- If the employee is dissatisfied with the decision and the claim involves a material aspect of the employment or an allegation of violation of any law, the employee can request the matter be submitted to mediation. The parties shall jointly designate a mediator, or if the parties cannot agree, the employee can request that a mediator be designated from of any one of three or more certified mediation organizations located in the metropolitan area that the employee designates. The cost of the mediation shall be borne equally by AMWD and the employee, unless the parties agree otherwise.
- If the matter is not resolved in mediation, either party may request that the matter be referred to arbitration and the natural course of the arbitration will be followed. The cost of the arbitration will be borne equally by the parties, unless otherwise directed by the arbitrator in the award.



Vaughan Cullen
Managing Director
AMWD PTY LTD
MAY 2014