

# PEOPLE POLICY

## 1. PURPOSE

BCI Minerals Limited and its wholly owned subsidiaries (**BCI or Company**) are committed to creating an environment and culture which attracts, engages, and retains high performing individuals through fair hiring, employment, and employee development practices. BCI expects all its people to demonstrate behaviours in the workplace which reflect our Vision and Values, and Code of Conduct.

## 2. POLICY STATEMENT

We will:

- Ensure recruitment and selection processes are fair and equitable and hiring decisions are based purely on merit to attract the most suitable person for the role.
- Ensure employees are rewarded fairly and competitively according to job level, market trends and individual skills, experience, and performance.
- Commit to transparent performance management processes that can contribute to achieving business and personal goals through effective performance.
- Promote and encourage a diverse and inclusive workforce free from discrimination, victimisation, and harassment.
- Foster an environment of mutual learning, respect, openness to other cultures and an appreciation of different perspectives, knowledge, and experiences.
- Commit to providing a harm-free environment that is conducive to and enables continuous learning, growth, and personal development for its employees.
- Ensure all employees are adequately qualified, trained, and competent to carry out the work processes for which they have been employed.
- Encourage open and transparent two-way communication and feedback on task objectives, employee performance and employee development.
- Commit to creating a harmonious workplace that is flexible and considers the workforce of the future to enable our people to balance and achieve their whole life goals.
- Encourage diversity at all levels, regardless of age, gender, ethnicity, marital or family status, sexual orientation, race, cultural background, religious belief, or disability, recognising the benefit of diversity for Company performance and culture.
- Ensure the privacy of BCI employees as well as the privacy of others.
- Review this policy annually to reflect the progress in achieving BCI's key people objectives.
- In some circumstances, allow for personal information to be de-identified at the request of the individual, however, where the personal information is required for the purpose of conducting the Company's business, the individual's request may not be met.
- Not share, sell or give to any third parties personal information, unless there is consent to the use or disclosure of that information or where the Privacy Act exemptions may apply.

- Obtain an individual's consent (if required by law) before disclosing personal information to overseas recipients.

Alwyn Vorster  
 Managing Director  
 BCI Minerals Limited

## DOCUMENT CONTROL

Version	Date	Description	Author	Approver
0	30/06/2017	People Policy	R. Ventouras	Board
A	27/06/2019	People Policy	S. Majteles	Board
B	21/10/2019	People Policy	S. Majteles	Board
C	25/06/2020	People Policy	C. Louw	Board