



Access Petrotec & Mining Solutions

No Violence and Aggression Work Policy

Access Petrotec and Mining Solutions Pty. Ltd. (hereafter referred to as AP) do not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

PROHIBITED CONDUCT -

The list of behaviours, while not exhaustive, provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Acting out in an aggressive or hostile manner that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possessing a weapon while on Company property or while on Company business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

WE will achieve this by:

- Reporting Procedures
- Any potentially dangerous situations must be reported immediately to your supervisor, Incident Response
- Coordinator/Team, or the Human Resources Department. Reports of workplace violence may be made anonymously and
- Investigated accordingly. Reports or incidents warranting confidentiality will be handled appropriately and information will
- Be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counselled and the results of Investigations will be discussed with them. The Company will take appropriate action at any indication of a potentially hostile or violent situation.

The Incident Response Coordinator/Team and the Human Resources Department will identify and maintain a list of workplace violence incidents and will design a plan to prepare for possible emergency situations.

Dangerous / Emergency Situations:

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual.

Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employer or others, such notice should be given.

Enforcement Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

Human Resource Department's Involvement and Commitment:

Create policy of zero tolerance for workplace violence, including verbal and nonverbal threats and related actions.

Ensure that employees who report or experience workplace violence will not experience retaliation of any kind.

Encourage employees to promptly report incidents and suggest ways to reduce or eliminate risks.

Conduct and/or provide training and education to employees regarding potential workplace violence incidents.

Support and implement appropriate recommendations from the Employee Safety and Health Committee.

Employee Involvement and Commitment:

Understand and comply with the Violence in the Workplace Program and any other safety and/or security measures in place by the Company.

Participate in an employee suggestion procedure covering safety and security concerns.

promptly report violent incidents or potential for violence to your manager, supervisor or Incident Response Coordinator/Team.

Participate in continuing education program that covers techniques to recognize escalating agitation, assaultive behaviour, or criminal intent.

Jyoti Mathur
Managing Director
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