



HUMAN RESOURCES POLICY

ROCKSURE INTERNATIONAL LTD

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POLICY NAME	DUTY OF CARE POLICY			POLICY NO.	
EFFECTIVE DATE		DATE OF LAST REVISION		VERSION NO.	
ADMINISTRATOR RESPONSIBLE	HUMAN RESOURCES DEPARTMENT		CONTACT INFORMATION		
APPLIES TO Apply group names to define applicable areas of staff.					
GROUP 1		GROUP 2		GROUP 3	
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

ITEM 1.0 APPROVAL AND REVIEW

N/A

ITEM 2.0 ADDITIONAL NOTES

ITEM 3.0 SCOPE

Describe to what and to whom this policy applies.

All employees have reciprocal Duty of Care to ensure that they assist management in achieving an injury free work place.

ITEM 4.0 POLICY STATEMENT

Describe the policy and the reason for the policy.

Rocksure International recognizes it has a Duty of Care to ensure that all work activities will achieve and maintain a high standard of safety and labor protection for all employees, subcontractors and visitors.

ITEM 5.0 TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION

ITEM 6.0 POLICY SECTIONS

Policy intro:

6.1 ROCKSURE INTERNATIONAL AS AN EMPLOYER HAS A COMMITMENT

- 6.1.1 To provide and maintain safe workplaces, machinery and systems of work.
- 6.1.2 Report all accidents involving fatal or major injuries to the relevant Safety Inspectorate.
- 6.1.3 Ensure the safe use of machinery and substances in the work place.
- 6.1.4 Provide employees with adequate Personal Protective Equipment.
- 6.1.5 Consult and co-operate with elected safety and health representatives.
- 6.1.6 Provide employees with adequate information, instruction, training and supervision.

6.2 ALL EMPLOYEES OF ROCKSURE INTERNATIONAL ALSO HAVE A COMMITMENT TO

- 6.2.1 Follow the employer's instructions.
- 6.2.2 Correctly use the Personal Protective Equipment and clothing provided.
- 6.2.3 Do not misuse or deliberately damage any safety equipment.
- 6.2.4 Report all hazards that they are aware of.
- 6.2.5 Report any injury or harm to their health.
- 6.2.6 Co-operate with Rocksure in reaching the ultimate goal.

ITEM 7.0 EXCEPTIONS

Describe exceptions here.

N/A

ITEM 8.0 RELATED POLICIES AND OTHER REFERENCES

BRIBERY AND CORRUPTION POLICY,

ITEM 9.0 ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
9.1 Health and Safety Manager	<p>9.1.1. The Health and Safety Manager will lead the development and regular review of the Duty of Care policy, outlining safety protocols, emergency procedures, and risk assessments.</p> <p>9.1.2. Will identify potential risks and hazards in mining operations, both to employees and the local community, and develop strategies to mitigate them.</p> <p>9.1.3. The Health and Safety Manager will conduct safety training for employees, contractors, and community members, ensuring they understand safety protocols and emergency procedures.</p> <p>9.1.4. Will oversee the response to accidents, incidents, and emergencies, coordinating rescue efforts and providing medical assistance as needed.</p>
9.2. Safety Officers and Supervisors	<p>9.2.1. Safety officers and supervisors will monitor day-to-day activities to ensure that employees and contractors follow safety protocols and guidelines.</p> <p>9.2.2. Will provide training programs that enhance employees' skills and knowledge, improving their ability to work safely in challenging mining environments.</p>
9.3. PIU Department	The PIU team will ensure that the Duty of Care policy adheres to local, national, and international regulations related to workplace safety and environmental protection.
9.4. Operations Managers	Operations managers will ensure that safety protocols are integrated into mining operations, minimizing risks to personnel and the environment.
9.5. Employees and Contractors	All employees and contractors are responsible for following safety procedures, using personal protective equipment, and reporting unsafe conditions.

ITEM 10.0 CONTACTS

List contacts in the table.

SUBJECT	CONTACT		PHONE	EMAIL