



Contract Mining | Mining & Construction Equipment

HUMAN RESOURCES POLICY	
POLICY TITLE - CONTRACTOR CODE OF CONDUCT	
CUSTODIAN: HUMAN RESOURCES DEPARTMENT	
POLICY VERSION: 001	DATE: MARCH 2021

1.0 Introduction

Rocksure International is committed to transacting business in accordance with relevant laws and in a way that meets the highest level of integrity and ethical standards. Contractors engaged by Rocksurre are therefore required to share the same commitment.

- 1.1 This is a Code of Conduct for Contractors who are doing business with Rocksurre International Limited and the objective is to deter wrongdoing and to promote, among other things, honest and ethical conduct.
- 1.2 A "Contractor" is any business partner, company, consultants, suppliers, among others with whom Rocksurre is conducting business with or is pursuing a business relationship.
- 1.3 The Code of Conduct presents the standards of conduct to which Contractors and their employees must observe while conducting business with or on behalf of Rocksurre.
- 1.4 Contractors must take necessary actions to ensure that this is communicated to and understood and followed by their employees while doing business with or on behalf of Rocksurre, as their actions or inactions may reflect on Rocksurre's reputation or affect the work environment in which they operate.
- 1.5 Consequently, any omission in complying with the standards presented in the Code of Conduct and all applicable local and state laws could result in termination of contract with Rocksurre.
- 1.6 Rocksurre will not hesitate to remove employees of Contractor who present themselves in a manner that is not consistent with this Code of Conduct from Rocksurre's property.
- 1.7 Rocksurre will audit the activities of Contractors to ensure compliance with this Code of Conduct.

Rocksurre recognises the important role Contractors and agents play in Rocksurre's ability to deliver quality services to its Clients while observing the highest standards of ethical conduct and therefore appreciates the commitment of contractors in ensuring that compliance of this Code of Conduct becomes a priority as they work with Rocksurre.

2.0 Principles of Conduct

2.1 Conflicts of Interest

Rocksurre employees are expected to act in the best interest of the company to prevent situations that could result in a conflict with the company's interests. Equally, Contractors and agents will restrain themselves in a manner to avert even the presence of a conflict of interest with Rocksurre. *Contractors may submit concerns or complaints regarding conflict of interest on confidential basis via company's website at www.rocksurreintl.com.*

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2.2 Quality of Products and Services

Rocksurre requires Contractors engaged to deliver quality products and services at fairly and reasonable price. Additionally, any specific requirements as stated in the contract must meet or exceed acceptable standards, including that of safety and environmental standards.

2.3 Workplace Health, Safety and Environment

Safety is core to Rocksurre's operations and the company is dedicated to providing safety culture with strong programs of personal safety, accident and injury prevention, wellness promotion, and compliance with applicable environmental, health and safety laws and regulations.

Adherence to good health and safety practices and compliance with applicable health and safety regulations are a responsibility of all contractors and staff. Compliance with this commitment is a condition of your engagement with Rocksurre. Refer to Rocksurre's policy on Health, Safety and Environment.

2.4 Reporting Injuries, Damages and Unsafe Conditions

Besides any other legal reporting requirements, Contractors must report any occupational injuries, unsafe conditions or practices and damage to property occurring as a result of the Contractor's or its agent's activities for or on behalf of Rocksurre to the company's contact person.

2.5 Alcohol and Drug Use

Rocksurre is concerned and recognizes a responsibility to providing a safe, healthy and productive work environment for all employees including its contractors. The use of illegal drugs or abuse of alcohol tend to make employees less productive, less reliable and prone to accidents and absenteeism resulting in potential increased cost, delay and risk to the Company's business.

As part of the effort to ensure Alcohol and Drug-Free Workplace, Contractors are expected to notify their employees to abstain from use of alcohol or illegal drugs or be under the influence of prescription drugs that impair a person's ability to perform work in a safe and efficient manner.

2.6 Workplace Violence

Rocksurre abhors any act or threat of physical violence, intimidation and harassment at the work place or work-related incidents that may occur off-site. will not be tolerated. Matters of such nature may result in termination of employment contract or removal from the company property.

2.7 Employment and Human Rights

Rocksurre complies with all applicable human rights and labour laws and expects its business partners to share the same commitments such as,

- a. Equal Employment Opportunity and No Harassment – Contractors shall not discriminate during employment and shall create and maintain a work environment free of discriminatory acts.

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- b. Labour Conditions – No child and or forced labour will be used in any Contract engagement with Rocksure. Contractors shall not use workers under the legal minimum working age as required by law.

2.8 Business Records

Rocksure accords importance to accurate records in meeting its legal, regulatory and financial obligations. Contractors and their employees must ensure that all communications, proposals, deliverables, time sheets, invoices, records and accounts are truthful, accurate, complete, and understandable and provided in a timely manner to Rocksure. Contractors and their staff are encouraged not to falsify or provide inaccurate information to Rocksure.

2.9 Anti-Corruption

As part of measures to avert corruption, policies have been put in place by Rocksure to discourage employees from engaging in any act of corruption.

Contractors and their employees shall comply with the provisions of these policies and must not engage in any form of bribery, extortion, embezzlement or other corrupt practices.

2.10 Fair Competition

Contractors transacting business for or on behalf of Rocksure must uphold fair business standards in their dealings.

2.11 Use of Assets

It is essential that Contractor and its staff must take good care of Rocksure's tangible and intangible property and ensure that use of such assets is for ROCKSURE business-related purposes only.

2.12 Confidentiality

This is considered as any or all information related to Rocksure and its Affiliates that is not generally known by the public and that may be detrimental to ROCKSURE, its employees or its Affiliates if disclosed. Such classified information if obtained by Contractor or its employees in the course of performing services for Rocksure should be considered confidential.

The responsibility to safeguard Rocksure's confidential information continues even after the closure of business dealings with Rocksure.

2.13 Premises Security

This Code of Conduct enjoins that Contractors and staff must comply with all applicable rules and regulations in respect to Rocksure's physical security procedures at all times while on company's premises.

2.14 Customer Relations

Rocksure encourages Contractors working in direct contact with Rocksure's clients to:

- a. Be accurate and truthful when providing information.
- b. Bear in mind that their actions and conduct may affect the reputation of Rocksure.

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2.15 Reporting Violations

This Code of Conduct does not envisage or specifically address all potential ethical issues that may arise as part of contractual relationship with Rocksurre. Therefore, Contractors are advised to contact Rocksurre with questions or for guidance on how to proceed in a given situation.

2.16 Code of Conduct Revision

The company may amend and modify this Contractor Code of Conduct as and when the company deems it right. The provisions of this Code of Conduct not intended to change any obligations presented in any of the Contractor's agreement with Rocksurre and in case of any conflict, the terms in the contract agreement with Rocksurre will be considered.

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