

Chain of Custody Working Procedures for Transfer System

ISSUE: Three	Page: 1 of 1	ORIGINATOR: Chain of Custody Manager	DATE: March 2014
------------------------	------------------------	--	----------------------------

Social Health & Welfare

Objectives:

To ensure the Company complies with the social, health and safety requirements as defined in the Chain of Custody Standard.

Responsibility:

Human Resource Manager

Procedure:

- 1 The Company will ensure workers' freedom of associations and rights for collective bargaining. These will include working contracts which do not prevent workers from joining/participating in workers organisations and collective bargaining; workers' access to representatives; transparent procedures for dismissal and bargaining with workers' representatives of legally recognised labour organisations where this is required or permitted by law.
- 2 The Company will not use forced labour.
- 3 The Company will ensure it observes the legal minimum age for the employment of employees.
- 4 The Company will ensure equal employment that covers recruitment, promotion, division of work and dismissal.
- 5 The Company will ensure the occupational health and safety of its employees, including maintaining documented procedures and reporting.