

## Workplace Behavior Policy

The purpose of this policy is to promote a respectful, safe, and productive work environment. We are committed to ensuring that all employees, contractors, and visitors are treated with dignity and respect. This policy applies to all employees, contractors, and visitors. All employees are expected to always treat each other with respect and professionalism. Discrimination, harassment, and bullying in any form are strictly prohibited. We are dedicated to fostering a respectful, safe, and productive workplace. By adhering to this policy, we can create an environment where everyone can thrive. We expect you to:

1. Maintain open, honest, and respectful communication.
2. Address conflicts constructively and seek to resolve disputes amicably.
3. Embrace and promote diversity and inclusion within the workplace.
4. Ensure that all individuals feel valued and included regardless of their background, identity, or beliefs.
5. Adhere to all safety guidelines and procedures to maintain a safe working environment.
6. Report any unsafe conditions or behaviors to the appropriate supervisor immediately.
7. Conduct business with integrity and in accordance with company policies and applicable laws.
8. Avoid conflicts of interest and report any potential conflicts to management.
9. Use company resources responsibly and only for work-related purposes.
10. Protect company property and report any misuse or theft immediately.
11. Maintain regular and punctual attendance.
12. Notify supervisors in advance of any absences or lateness and provide appropriate documentation if required.
13. Protect confidential information and do not disclose it to unauthorized persons.

Employees are encouraged to report any violations of this policy to their supervisor, HR, or through the designated reporting channels. Reports will be handled promptly and confidentially. All reported violations will be investigated impartially and thoroughly. Appropriate disciplinary action will be taken for violations, up to and including termination of employment.



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Kayne Buik

Managing Director

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Densil Ugle

Managing Director

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Signed Date 24/05/2024.

