



ACN 104 114 132

**(Company)**

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## INTRODUCTION

In fulfilling its obligation and responsibilities to its various stakeholders, the Board of directors (the “**Board**” or the “**directors**”) of the Galileo Mining Ltd ACN 104114132 (“**Galileo**” or the “**Company**”) advocates the adoption of and adherence to a framework of rules, relationships systems and processes within and by which authority is exercised and controlled within the corporation. This manual outlines the Company’s principal corporate governance procedures. The Board supports a system of corporate governance to ensure that the management of the Company is conducted in a manner which is directed at achieving the Company’s objectives in a proper and ethical manner.

The Australian Securities Exchange (**ASX**) Corporate Governance Council published its Corporate Governance Principles and Recommendations (**ASX Recommendations**) in March 2003. In February 2019, ASX published its third revision (4th Edition of the ASX Recommendations). The ASX Recommendations, 4th edition, apply to the Company from 30 June 2021.

Except to the extent indicated in the Company’s Corporate Governance Statement released at the same time as each Annual Report, the Company has resolved that for so long as it is admitted to the official list of the ASX it shall abide by the ASX Recommendations.

These policies have been adopted on the basis that, in the circumstances of the Company, they reflect what is considered to reflect reasonable aspiration. Their object is to focus attention upon the issues they address and create awareness of those issues and the pitfalls that one could otherwise fall into inadvertently. This is to develop a culture conducive to good practices. Adhering to the following policies is a condition of each contract of employment.

The Board encourages all key management personnel, other employees, contractors and other stakeholders to monitor compliance with this Corporate Governance manual, especially in relation to observable departures from the intent of the policies. Suggestions for improvements or amendments to this Corporate Governance manual can be made at any time by providing a written note to the Chairman.

# **GALILEO MINING LTD ACN 104 114 132**

## **STATEMENT OF VALUES**

### **1. Objective**

1.1 Galileo Mining Ltd ACN 104 114 132 (“**Galileo**” or the “**Company**”) and its subsidiaries, are committed to adhering to a set of values and fundamental principles (**Statement of Values**). This Statement of Values:

- (a) informs the Board, senior executives and all other employees on the required standards of behaviour;
- (b) defines the culture of the Company;
- (c) informs the Company’s strategy; and
- (d) guides the Company’s operational practices, including the way it interacts with its stakeholders, employees and suppliers.

### **2. Statement of Values**

- (a) to act fairly and ethically;
- (b) to comply with the law at all times and act accordingly;
- (c) to respect others, both inside and outside of our workplace;
- (d) to promote diversity; and
- (e) to be honest and transparent in our dealings.

### **3. Implementation by Management**

The Board and the senior executives of the Company (Management) are responsible for upholding the Company’s commitment to the values set out in this Statement of Values.

In addition to keeping these values at the forefront of decision making and the setting strategic goals, Management are required to ensure that these values are embedded in the culture and day to day operations of the Company.

The following key corporate governance policies that have been adopted by the Company are key to adhering to the values set out above:

- (a) Board performance Evaluation Policy;
- (b) Code of Conduct;
- (c) Securities Trading Policy;
- (d) Continuous Disclosure Policy;
- (e) Shareholder Communication Policy;
- (f) Diversity Policy;
- (g) Social Media Policy;
- (h) Whistleblower Policy;
- (i) Anti-Bribery and Corruption Policy; and

- (j) Risk Management Policy.
- (k) Environmental Policy
- (l) Community Policy
- (m) Work, Health, and Safety Policy
- (n) Harassment, Bullying and anti-Discrimination Policy

The Board must periodically review and evaluate the above key policies to ensure that they continue to adequately uphold and reflect the core values of the Company.

The Board, together with Management, must ensure that all employees receive appropriate training on how the Company's values are to be upheld. Management must strive to continuously reinforce these values in their interactions with staff, suppliers and stakeholders.

The Board is responsible for ensuring that Management are effectively upholding the Company's core values in the manner set out in this Statement of Values and in accordance with the key policies.

#### **4. Review of this Statement**

- 4.1 The Board will review this Statement of Values annually.

# **GALILEO MINING LTD**

## **ACN 104 114 132**

### **BOARD CHARTER**

#### **1. Purpose**

- 1.1 This Board Charter sets out the role and responsibilities of the Board of Galileo Mining Ltd ACN 104 114 132 (“**Galileo**” or the “**Company**”) within the framework of the ASX Corporate Governance Council’s Corporate Governance Principles and Recommendations (Fourth Edition) (“**ASX Recommendations**”), laws and regulations and the Constitution of the Company.
- 1.2 The Board’s primary role is the protection and enhancement of long-term shareholder value. To fulfil this role, the Board is responsible for oversight of the management and the overall corporate governance of the Company including its strategic direction, establishing goals for management and monitoring the achievement of these goals.

#### **2. Composition**

- 2.1 The composition of the Board is determined using the following principles:
  - (a) a minimum of three Directors, with a broad range of business expertise; and
  - (b) Directors should bring characteristics which allow a mix of qualifications, skills and experience.
- 2.2 Membership of the Board shall be disclosed in the annual report including whether a director is independent or not independent. Loss or gain of independence will be disclosed as applicable.
- 2.3 In determining whether a director is independent the Board will consider whether the director:
  - (a) is a substantial shareholder of the Company or an officer of, or otherwise associated directly with, a substantial shareholder of the Company;
  - (b) is employed, or has previously been employed in executive capacity by the Company or another group member, and there has not been a period of at least three years between ceasing such employment and serving on the board;
  - (c) has within the last three years been a principal of a material professional adviser or a material consultant to the Company or another group member, or an employee materially associated with the service provided;
  - (d) is a material supplier or customer of the Company or another group member, or an officer of or otherwise associated directly or indirectly with a material supplier or customer; and
  - (e) has a material contractual relationship with the Company or other group member other than as a Director of the Company.

#### **3. Roles of the Board**

- 3.1 The Board operates within the broad principles and responsibilities described as follows:
  - (a) setting the strategic aims of the Company and overseeing management’s performance within that framework;

- (b) making sure that the necessary resources (financial and human) are available to the Company and its senior executives to meet its objectives;
- (c) overseeing management's performance and the progress and development of the Company's strategic plan;
- (d) selecting and appointing suitable Executive Directors with the appropriate skills to help the Company in the pursuit of its objectives;
- (e) determining the remuneration policy for the Board members, Company Secretary and Senior Management;
- (f) controlling and approving financial reporting, capital structures and material contracts;
- (g) approving and monitoring the budget and the adequacy and integrity of financial and other reporting;
- (h) ensuring that a sound system risk management and internal controls are in place, including the appointment of internal auditors if considered appropriate;
- (i) setting the Company's values and standards;
- (j) undertaking a formal and rigorous review of the Corporate Governance policies to ensure adherence to the ASX Recommendations;
- (k) ensuring that the Company's obligations to shareholders are understood and met;
- (l) ensuring the health, safety and well-being of employees in conjunction with the senior management team, including developing, overseeing and reviewing the effectiveness of the Company's occupational health and safety systems to assure the well-being of all employees;
- (m) ensuring an adequate system is in place for the proper delegation of duties for the effective operative day to day running of the Company without the Board losing sight of the direction that the Company is taking;
  - (j) recommending to shareholders the appointment of the external auditor as and when their appointment or re-appointment is required to be approved by them (in accordance with the ASX Listing Rules if applicable; and
- (n) any other matter considered desirable and in the interest of the Company.

#### **4. Roles of the Chairman and Executive Director**

4.1 In accordance with the ASX Recommendations, the Company is aware of the importance of a balanced Board. Accordingly, the Chairman is responsible for the following:

- (a) providing the necessary direction required for an effective Board;
- (b) ensuring that all the Directors receive timely and accurate information so that they can make informed decisions on matters of the Company;
- (c) ensuring that the Board of Directors' collective and individual performance is assessed annually; and
- (d) encouraging active engagement from all members of the Board.

4.2 The Executive Director is responsible for:

- (a) the executive management of the Company's operations;
- (b) policy direction of the operations of the Company;

- (c) the efficient and effective operation of the Company; and
- (d) ensuring all material matters affecting the Company are brought to the Board's attention.

## **5. Company Secretary**

- 5.1 The Company Secretary is responsible for the application of best practice in corporate governance and also supports the effectiveness of the Board by:
- (a) ensuring a good flow of information between the Board, its committees, non-executive Directors and executive Directors;
  - (b) monitoring policies and procedures of the Board;
  - (c) advising the Board through the Chairman of corporate governance policies;
  - (d) providing support and advice to individual Directors, various board committees, senior executives and the Board in general;
  - (e) conducting and reporting matters of the Board, including the despatch of Board agendas, briefing papers and minutes;
  - (f) ensuring that compliance systems relating ASX Listing Rules and the *Corporations Act 2001* (Cth) ("**Corporations Act**") are maintained and that the Company and Board adhere to such compliance systems; and
  - (g) disseminating regulatory news announcements to the ASX.
- 5.2 The appointment, removal and remuneration of the Company Secretary is a matter of the Board.

## **6. Board Meetings**

- 6.1 The Board will hold formal Board meetings at least quarterly and hold additional meetings, including by telephone, as may be required. The Board may meet as often as required to fulfil their responsibilities.
- 6.2 To assist the smooth running of Board processes:
- (a) Board Papers are to be provided to the Board and invitees, where possible, 2 days prior to the meeting; and
  - (b) draft minutes of meeting are to be sent to Chairman and other Directors within 14 days following the meeting.
- 6.3 The Board may review this clause 6 from time to time. This is an indicative cycle only. The actual timing of events in the lead up to and follow up from Board meetings will be dependent upon the circumstances surrounding each individual meeting.

## **7. Board Committees**

- 7.1 The Board will from time to time establish committees to assist in carrying out its responsibilities and adopts charters setting out matters relevant to the composition, responsibilities and administration of such committees, and other matters that the Board may consider appropriate.
- 7.2 Where the Company is carrying out matters associated with public capital raisings, the Board may appoint a due diligence committee if considered appropriate in the circumstances to oversee the process and the issue of any disclosure documents.



## **8. Appointing Directors**

- 8.1 It is the policy of the Company, that when considering the appointment of new directors the Company should:
- (a) undertake appropriate checks before appointing a person putting forward to security holders a candidate for election; and
  - (b) provide security holders with all material information in its possession relevant to the decision on whether or not to elect or re-elect a director.

## **9. Induction and Education**

- 9.1 It is the policy of the Company, that new Directors undergo an induction process in which they are given a full briefing on the Company. Where possible this includes meetings with key executives, tours of the premises, an induction package and presentations. Information conveyed to new Directors include:
- (a) details of the roles and responsibilities of a Director;
  - (b) formal policies on Director appointment as well as conduct and contribution expectations;
  - (c) access to a copy of the Corporate Governance Policies and Charters;
  - (d) guidelines on how the Board processes function;
  - (e) details of past, recent and likely future developments relating to the Board;
  - (f) background information on and contact information for key people in the organisation;
  - (g) an analysis of the Company;
  - (h) a synopsis of the current strategic direction of the Company; and
  - (i) a copy of the Constitution of the Company.
- 9.2 New Directors are also provided with letters of appointment to the Board, setting out the key terms and conditions relative to the appointment.
- 9.3 In order to achieve continuing improvement in Board performance, all Directors are encouraged to undergo continual professional development. Specifically, Directors are provided with the resources and training to address skills gaps where they are identified.

## **10. Performance Assessment**

- 10.1 The Company will undertake an annual performance as it is dedicated to:
- (a) examine the impact of the effectiveness of its Directors, Board, and Board Committees; and
  - (b) review and improve on the quality and performance of the entire Board and committee structure.
- 10.2 The evaluation process will be focused on objective and tangible criteria such as:
- (a) performance of the Company;
  - (b) accomplishment of long term strategic objectives;
  - (c) development of management; and
  - (d) growth in shareholder value.

- 10.3 The performance evaluation will be conducted in such manner as the Board deems appropriate.

**11. Independent Professional Advice**

- 11.1 The Board collectively and each Director has the right to seek independent professional advice at the Company's expense, up to specified limits, to assist them to carry out their responsibilities, subject to the prior approval of the Chairman whose approval will not be unreasonably withheld. If permission is withheld, the matter may be referred to the whole Board.

**12. Information Seeking Protocol**

- 12.1 Directors will adhere to the following protocol when seeking information:
- (a) approach the Executive Director to request the required data;
  - (b) if the data is not forthcoming, approach the Chairman;
  - (c) if the information is still not forthcoming, write a letter to all Board members and the Executive Director detailing the information that is required, purpose of the information, and who the Director intends to approach in order to obtain the information; and
  - (d) as a last resort, employ the provisions of the Corporations Act.

**13. Review of this Statement**

- 13.1 The Board will review this Charter annually.

**GALILEO MINING LTD  
ACN 104 114 132**

**BOARD PERFORMANCE EVALUATION POLICY**

**1. Board of Directors**

- 1.1. This policy is to ensure Galileo Mining Ltd ACN 104 114 132 (“**Galileo**” or the “**Company**”) individual directors (“**Directors**”) and the board of Directors of the Company (“**Board**”) as a whole work efficiently and effectively in achieving their functions.
- 1.2. Each year the Board will undertake the following activities:
- (a) the Chairperson will meet with each non-executive director separately to discuss individual performance and ideas for improvement;
  - (b) each individual Directors performance is appraised in a meeting that is led by the Chairman that is held with another Director. In a meeting led by the Managing Director and held with another Directors, the Chairman’s performance is assessed.; and
  - (c) the Board as a whole will discuss and analyse its own performance during the year including suggestions for change or improvement.

**2. Executive Directors and Key Executives**

- 2.1. The Remuneration Committee will oversee the performance evaluation of the executive team. This evaluation is based on specific criteria, including the business performance of the Company and its subsidiaries, whether strategic objectives are being achieved and the development of management and personnel.:

**3. Board Committees**

- 3.1. A similar review will be conducted for each Committee by the Board with the aim of assessing the performance of each Committee and identifying areas where improvements can be made.

**4. Review of the Policy**

- 4.1 This Policy will be reviewed annually by the Board.

**GALILEO MINING LTD**  
**ACN 104 114 132**

**CODE OF CONDUCT**

**1. Introduction**

- 1.1. Galileo Mining Ltd ACN 104 114 132 (“**Galileo**” or the “**Company**”) is committed to promoting good corporate conduct grounded by strong ethics and responsibility.
- 1.2. This Code of Conduct (“**Code**”) addresses matters relevant to the Company’s legal and ethical obligations to its stakeholders. It may be amended from time to time by the board of directors of the Company (“**Board**”) and will be published on the Company’s website.
- 1.3. This code applies equally to all directors, employees, contractors and officers of the Company.

**2. Purpose**

- 2.1. All stakeholders are entitled to expect the highest professional standards from employees, directors and officers of the Company. Compliance with this Code and the Company’s other policies, will ensure compliance with the *Corporations Act 2001* (Cth) (“**Corporations Act**”) and will contribute to the good corporate governance of the Company.

**3. Discharge of Duties**

- 3.1. Directors of the Company (“**Directors**”) must discharge their duties at the highest levels of honesty and integrity, acting in good faith and in the best interests of the whole Company, having regard to their position, and the organisation’s goals and objectives. This entails taking personal responsibility for all issues over which they have control, and for reporting any observed breaches of laws or regulations. It also requires that the Directors do not act in ways which would lead others to question their commitment to the Company.
- 3.2. As appointed officers all Directors will undertake diligent analysis of all proposals placed before the Board, demonstrate commercial reasonableness in decision-making and will act with a level of skill expected from Directors and key executives of a publicly listed Company.

**4. Relationships**

- 4.1. Performance-enhancing teamwork relies on a workplace where people are treated fairly, are respected by their colleagues, and encourage each other to develop corporately and personally. All Directors and key executives are all responsible for making this happen.
- 4.2. The Company is an equal opportunity employer, and discrimination, harassment or bullying of any kind will not be tolerated.
- 4.3. In dealings both inside and outside the Company individual Directors will value integrity, accuracy, conciseness and timeliness.

## **5. Compliance with Laws and Ethics**

- 5.1. Directors must respect the laws, customs and business practices of the countries in which the Company operates, without compromising the Code principles. Additionally, the Directors must:
- (a) comply with the ethical and technical requirements of relevant regulatory and professional bodies;
  - (b) comply with and promote ethical behaviour; and
  - (c) not engage in conduct likely to bring discredit upon the Company.

## **6. Conflicts of Interest**

- 6.1. All Directors have an obligation to be independent in judgment and actions and as Directors will take all reasonable steps to be satisfied as to the soundness of all decisions of the Board.
- 6.2. In circumstances where personal interests may conflict with those of the Company, or its stakeholders, steps must be taken by each Director to eliminate or manage such conflict.
- 6.3. Directors must disclose to the Board actual or potential conflicts that may or might reasonably be thought to exist between the interests of the Director and the interests of the Company. Whether an interest is material or not is covered by the materiality threshold set by the Board.
- 6.4. The Board can request a Director to take reasonable steps to remove the conflict of interest. If a Director cannot or is unwilling to remove a conflict of interest then the Director must absent himself or herself from the room when discussion and voting occur on matters to which the conflict relates. The entry and exit of the Director concerned will be minuted by the Company Secretary. Directors are not required to absent themselves when either:
- (a) the conflict of interest relates to an interest common to all Company members; or
  - (b) the Board passes a resolution that identifies the Director, the nature and extent of the Director's interest and clearly states that the other Directors are satisfied that the interest should not disqualify the Director concerned from discussion and/or voting on the matter.
- 6.5. Gifts or entertainment must not be accepted where the acceptance of the gift could create an obligation on the Company to outside parties.

## **7. Related Party Transactions**

- 7.1. Related party transactions include any financial transaction between a Director or officer and the Company and will be reported in writing to each Board meeting.
- 7.2. The Board cannot approve or decide on related party transactions. The Corporations Act and the ASX Listing Rules require related party transactions to be approved by the shareholders.

7.3. The Board has also resolved that where applications are made by a related party to a Director or officer of the Company, then the Director or officer shall exclude himself or herself from the approval process.

7.4. Related party for this process has the meaning given in section 228 of the Corporations Act.

## **8. Confidentiality**

8.1. Directors, officers and employees of the Company who are in possession of commercially sensitive or otherwise confidential information should not disseminate it to colleagues unnecessarily and must not disclose the information to outside parties.

8.2. All individuals are prohibited by law from trading in the Company's securities if they possess commercially sensitive information not released to the ASX. The Board has adopted a Security Trading Policy governing when Directors, key executives and employees are able to buy and sell the Company's securities.

## **9. Use of Company Assets**

9.1. The Company's assets are critical to its business and future success. The Company's assets can include, for example, office and plant equipment. Employees cannot make personal use of assets without permission.

9.2. There will be no unreasonable expenditure on benefits such as gifts or entertainment for employees or outside parties.

## **10. Competition**

10.1. The Company competes fairly in the situations and markets in which it operates. It does not use coercive or misleading practices. Furthermore, the Company does not falsify or wrongly withhold information.

## **11. Environment, Health and Safety**

11.1. The Company must take into account the impact of environmental, health and safety issues when making business decisions and in particular, compliance with local laws.

## **12. Breach of the Code**

12.1. Directors, officers and employees of the Company are under the obligation to ensure that the Code is not breached. Should a Director, officer or employee notice any violations of this Code, the Executive Director, Managing Director, Chief Executive Officer or the relevant supervisor must be notified. In the case where none of the above is available, breaches must be reported to the Chairman of the Company.

12.2. The reporting of any breaches of this Code will undergo thorough investigation and appropriate actions will be taken by the Company. Any alleged breach of the code will be dealt with promptly and in fairness. The Company will ensure that any officer or employee reporting any alleged breach of this Code will not be disadvantaged in any way. Officers and employees must not use the reporting mechanism maliciously or mischievously.

## **13. Review of the Code of Conduct**

13.1. This Code of Conduct will be reviewed annually by the Board.

# GALILEO MINING LTD ACN 104 114 132

## AUDIT AND RISK MANAGEMENT COMMITTEE CHARTER

### 1. Introduction

This is the charter of the Audit and Risk Committee (**Committee**) established by the board of directors (**Board**) of Galileo Mining Ltd ACN 104 114 132 ("**Galileo**" or the "**Company**") in accordance with the Company's Constitution (**Charter**).

This Charter sets out the role, authority, responsibilities, composition and procedural requirements of the Committee.

The Audit and Risk Committee was formally established by Resolution of the Board on 9 March 2023. Committee members are as follows:

Committee Role	NED	Independent
Chairperson	Cecilia Camarri	Yes
Member	Noel O'Brien	Yes
Member	Mathew Whyte	No (due to CFO Responsibilities)
Secretary	Mathew Whyte	

### 2. Membership

2.1. The Audit and Risk Management Committee will consist of at least three members. Members will be appointed by the Board 'where possible' from amongst the Non-Executive, Directors, a majority of who, 'where possible', will also be independent. In addition, the Audit and Risk Management Committee will comprise:

- (a) members who can all read and understand financial statements and are otherwise financially literate;
- (b) at least one member with financial expertise either as a qualified accountant or other financial professional with experience in financial and accounting matters; and
- (c) at least one member who has an understanding of the industry in which the Company operates.

### 3. Chairman

3.1. The Audit and Risk Management Committee will appoint an independent Director, other than the Chairman of the Board, to be the Chairman of the Audit and Risk Management Committee ("**Chairman**").

#### **4. Secretary**

- 4.1. The Company Secretary will be the Secretary of the Audit and Risk Management Committee (“**Secretary**”).

#### **5. Other Attendees**

- 5.1. The Executive Director as well as other members of senior management may be invited to be present for all or part of the meetings of the Audit and Risk Management Committee but will not be members of the Audit and Risk Management Committee.
- 5.2. Representatives of the external auditor may attend meetings of the Audit and Risk Management Committee. Further at least once a year the Audit and Risk Management Committee will consider if it shall meet with the external auditors without any management staff or executives present.

#### **6. Quorum**

- 6.1. A quorum will be three members.

#### **7. Meetings**

- 7.1. Audit and Risk Management Committee meetings will be held not less than two times a year so as to enable the Audit and Risk Management Committee to undertake its role effectively. In addition, the Chairman will be required to call a meeting of the Audit and Risk Management Committee if requested to do so by any member of the Audit and Risk Management Committee, the Executive Director, or the external auditor.

#### **8. Authority**

- 8.1. The Audit and Risk Management Committee is authorised by the Board to investigate any activity within its charter. The Audit and Risk Management Committee will have access to management and auditors with or without management present and has rights to seek explanations and additional information. It is authorised to seek any information it requires from any employees and all employees are directed to cooperate with any request made by the Audit and Risk Management Committee.
- 8.2. The Audit and Risk Management Committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.
- 8.3. The Audit and Risk Management Committee is required to make recommendations to the Board on all matters within the Audit and Risk Management Committee’s charter.

#### **9. Reporting Procedures**

- 9.1. The Audit and Risk Management Committee will keep minutes of its meetings. The Secretary shall circulate the minutes of the meetings of the Audit and Risk Management Committee to all members of the Audit and Risk Management Committee for comment and change before being signed by the Chairman of the Audit and Risk Management Committee and circulated to the Board with the Board papers for the next Board meeting. The minutes are to be tabled at the Board meeting following the Audit and Risk Management Committee meeting along with any recommendations of the Audit and Risk Management Committee.



## 10. Responsibilities of the Audit and Risk Management Committee

The Audit and Risk Management Committee is responsible for reviewing the integrity of the Company's financial reporting, overseeing the independence of the external auditors (**Audit Limb**) and oversight of the Company's risk management and control framework (**Risk Limb**). An explanation of the roles and duties of each limb are set out below.

### 11. Audit Limb

#### 11.1. Financial Statements

The Audit and Risk Management Committee shall:

- (a) before it approves the entity's financial statements for a financial period, receive from its CEO and CFO a declaration that, in their opinion, the financial records of the entity have been properly maintained and that the financial statements comply with the appropriate accounting standards and give a true and fair view of the financial position and performance of the entity and that the opinion has been formed on the basis of a sound system of risk management and internal control which is operating effectively;
- (b) review the audited annual and half yearly financial statements and any reports which accompany published financial statements, including Appendix 5B Quarterly Cash Flow Report, before submission to the Board, recommending their approval, focusing particularly on:
  - (i) any changes in accounting policies and practices;
  - (ii) major judgmental areas;
  - (iii) significant adjustments, accounting and financial reporting issues resulting from the internal and external audit;
  - (iv) compliance with accounting policies and standards; and
  - (v) compliance with legal requirements;
- (c) review the evaluation by management of factors related to the independence of the Company's public accountant and to assist them in the preservation of such independence; and

#### 11.2. Related Party Transactions

The Audit and Risk Management Committee shall monitor and review the propriety of any related party transactions.

#### 11.3. External Audit Function

The Audit and Risk Management Committee shall:

- (a) recommend to the Board the appointment of the external auditor;
- (b) annually review the appointment of the external auditor, their independence, the audit fee, and any questions of resignation or dismissal;
- (c) discuss with the external auditor before the audit commences the nature and scope of the audit;
- (d) meet privately with the external auditor on at least an annual basis;

- (e) determine that no management restrictions are being placed upon external auditor;
- (f) discuss problems and reservations arising from the interim and final audits, and any matters the auditors may wish to discuss (in the absence of management where necessary);
- (g) review the external auditor's management letter and management's response; and
- (h) review any regulatory reports on the Company's operations and management's response.

#### 11.4. Reliance on Professional or Expert Advice and Information

Each member of the Audit and Risk Management Committee will be entitled to rely on information, or professional or expert advice, to the extent permitted by law, given or prepared by:

- (a) an employee of the Company whom the member believes on reasonable grounds to be reliable and competent in relation to the matters concerned;
- (b) a professional advisor or expert in relation to matters that the member believes on reasonable grounds to be within the advisor's or expert's professional or expert competence; or
- (c) another Director or officer of the Company in relation to matters within the Director's or officer's authority.

#### 11.5. Communication

The Audit and Risk Management Committee shall:

- (a) provide, through regular meetings, a forum for communication between the Board, senior financial management, staff involved in internal control procedures and the external auditors;
- (b) enhance the credibility and objectivity of financial reports with other interested parties, including creditors, key stakeholders and the general public; and
- (c) establish procedures for complaints and reports regarding accounting, internal accounting controls and auditing matters and ensuring a mechanism for the confidential treatment of such complaints and reports (including the ability to submit complaints and reports anonymously).

#### 11.6. Assessment of Effectiveness

The Audit and Risk Management Committee shall:

- (a) evaluate the adequacy and effectiveness of the Company's administrative, operating and accounting policies through active communication with the Board and the external auditors; and
- (b) arrange for the annual review of this Charter by the Board.

#### 11.7. Oversight of the Risk Management System

The Audit and Risk Management Committee shall:

- (a) oversee the establishment and implementation by the Board of a system for identifying, assessing, monitoring and managing material risk throughout the

Company. This system will include the Company's internal compliance and control systems;

- (b) annually review the Company's risk management systems to ensure the exposure to the various categories of risk are minimised prior to endorsement by the Board;
- (c) evaluate the Company's exposure to fraud;
- (d) take an active interest in ethical considerations regarding the Company's policies and practices;
- (e) monitor the standard of corporate conduct in areas such as arms-length dealings and likely conflicts of interest;
- (f) identify and direct any special projects or investigations deemed necessary;
- (g) ensure the appropriate engagement, employment and deployment of all employees under statutory obligations;
- (h) ensure a safe working culture is sustained in the workforce;
- (i) determine the Company's risk profile describing the material risks, including both financial and non-financial matters, facing the company; and
- (j) regularly review and update the risk profile.

## **12. Risk Limb**

### **11.1 Responsibility and Oversight**

- (a) The Audit and Risk Management Committee is responsible for the oversight of the Company's risk management and control framework.
- (b) Responsibility for control and risk management is delegated to the appropriate level of management within the Company with the Executive Director having ultimate responsibility to the Board for the risk management and control framework.

### **12.2. Primary Objectives**

The primary objectives of the risk management system at the Company are to ensure:

- (a) all major sources of potential opportunity for and harm to the Company (both existing and potential) are identified, analysed and treated appropriately;
- (b) business decisions throughout the Company appropriately balance the risk and reward trade off;
- (c) regulatory compliance and integrity in reporting is achieved; and
- (d) senior management, the Board and investors understand the risk profile of the Company.

### **12.3. Risk Management System**

In line with these objectives the risk management system covers:

- (a) operational risk;
- (b) financial reporting;
- (c) compliance and regulations; and
- (d) system and information technology process risk.

#### 12.4. Monitoring Risk

Arrangements put in place by the Audit and Risk Management Committee to monitor risk management include:

- (a) monthly reporting to the Board in respect of operations and the financial position of the Company;
- (b) review of rolling forecasts to be prepared at least annually;
- (c) circulation of minutes of relevant committees to the Board and the Chairman of each respective committee; and
- (d) a report to the Board by each committee to be provided on an annual basis.

#### 12.5. Risk Management Framework

A Risk Management Framework has been developed to provide a framework for systematically understanding and identifying the types of business risks threatening the Company as a whole, or specific business activities within the Company.

#### 12.6. Material Business Risks & Reporting

- (a) Given the speculative nature of the Company's business it is subject to general risks and certain specific risks. Some of these risks include but are not limited to the following:
  - (i) liquidity risk;
  - (ii) operating risks;
  - (iii) loss of key personnel;
  - (iv) reliance on strategic partners; and
  - (v) capital requirements.
- (b) The analysis and evaluation criteria are used to continually assess the impact of risks upon the Company's business objectives. The Audit and Risk Management Committee is responsible for the development of risk mitigation plans and the implementation of risk reduction strategies. The annual business planning process includes careful consideration of internal and external risk profile of the Company.
- (c) The Executive Director and Chief Financial Officer (or equivalent) will report monthly to the Board on the areas they are responsible for, including material business risks and provide an annual written report to the Board summarising the effectiveness of the Company's management of material business risks.
- (d) The Company's business risk management process provides a comprehensive, integrated approach for carrying out risk management activities. This process will allow the Audit and Risk Management Committee to minimise the potential impact of business risks in achieving objectives to create and protect shareholder value.

#### 12.7. Integrity of Financial Reporting

- (a) The Company's Chief Executive Officer and Chief Financial Officer (or equivalent) are required to report in writing to the Board (as required by section 295A of the *Corporations Act 2001* (Cth) ("**Corporations Act**")) that:

- (i) the financial statements of the Company and its controlled entities (where appropriate) for each half and full year present a true and fair view, in all material aspects, of the Company's financial condition and operational results and are in accordance with accounting standards;
- (ii) the statement in paragraph 4.1(a) above is founded on a sound system of risk management and internal compliance and control which implements the policies adopted by the Board; and
- (iii) the Company's risk management and internal compliance and control framework is operating efficiently and effectively in all material respects.

Note: Under the provisions of the Corporations Act a person performs a *chief executive function* in relation to the Company if that person is the person who is primarily and directly responsible to the Directors for the general and overall management of the Company.

In addition, in the event that there is not a Chief Financial Officer in place, the Corporations Act provides that a person performs a *chief financial officer function* in relation to the Company if that person is the person who is primarily responsible for financial matters in relation to the Company and directly responsible for those matters to either the Directors or the person who performs the chief executive function in relation to the Company.

The persons fulfilling these respective roles will be identified by the Board with the appropriate declarations made as required.

- (b) The Company's Chief Executive Officer and Chief Financial Officer (or equivalent) are required to provide a written Declaration to the Audit and Risk Committee and the Board in relation to each Quarterly Appendix 5B (Cash Flow Report) to state that:

"In their opinion, the financial records of Galileo Mining Ltd have been properly maintained, that the Appendix 5B Quarterly Report complies with the appropriate accounting standards and gives a true and fair view of the cash flows of the entity, and that in their opinion has been formed on the basis of a sound system of risk management and internal control which is operating effectively."

### **13. Review of the Charter**

This Charter will be reviewed annually by the Audit and Risk Management Committee with any proposed changes to be approved by the Board.

**GALILEO MINING LTD**  
**ACN 104 114 132**

**REMUNERATION AND NOMINATION COMMITTEE CHARTER**

**1. Introduction**

This is the charter of the Remuneration and Nomination Committee (**Committee**) established by the board of directors (**Board**) of Galileo Mining Ltd ACN 104 114 132 ("**Galileo**" or the "**Company**") in accordance with the Company's Constitution (**Charter**).

This Charter sets out the role, authority, responsibilities, composition and procedural requirements of the Committee.

Due to the size and scale of its operations, the Company currently does not have a separate Remuneration and Nomination Committee. The roles and responsibilities of the Remuneration and Nomination Committee are currently undertaken by the full Board.

**2. Membership**

- 2.1. The Committee shall be appointed by the Board from among the Non-Executive Directors of the Company and shall consist of not less than three members with the majority being independent Directors where possible.

**3. Chairman**

- 3.1. The Committee shall appoint an independent Director as the Chairman of the Committee ("**Chairman**").

**4. Secretary**

- 4.1. The Company Secretary shall be the Secretary of the Committee ("**Secretary**").

**5. Quorum**

- 5.1. A quorum shall be two members.

**6. Meeting Frequency**

- 6.1. Committee meetings will be held not less than once a year to enable the Committee to undertake its role effectively.

**7. Reporting Procedures**

- 7.1. The Secretary shall circulate the minutes of the meetings of the Committee to all members of the Committee for comment and change before being signed by the Chairman and circulated to the Board with the Board papers for the next Board meeting. The minutes are to be tabled at the Board meeting following the Committee meeting along with any recommendations of the Committee.

**8. Duties**

The duties of the Committee are set out below.

## 8.1. Remuneration Duties

The remuneration duties of the Committee are to:

- (a) assist the Board in fulfilling its responsibilities in respect of establishing appropriate remuneration levels and policies including incentive policies for Directors and senior executives;
- (b) assess the market to ensure that senior executives are being rewarded commensurate with their responsibilities;
- (c) obtain the best possible advice in establishing salary levels;
- (d) set policies for senior executives' remuneration;
- (e) review the salary levels of senior executives and make recommendations to the Board on any proposed increases;
- (f) propose, for full Board approval, the terms and conditions of employment for the Managing Director;
- (g) review the Company's recruitment, retention and termination policies and procedures for senior management;
- (h) review and make recommendations to the Board on the Company's incentive schemes; and
- (i) review and make recommendations to the Board on the Company's superannuation arrangements.

## 8.2. Nomination Duties

The nomination duties of the Committee are to:

- (a) develop and regularly review a policy on Board structure;
- (b) develop criteria for Board membership;
- (c) identify and screen specific candidates for nomination;
- (d) ensure there is an appropriate induction and orientation program in place;
- (e) make recommendations to the Board for Committee membership;
- (f) ensure there is an appropriate Board succession plan in place;
- (g) ensure the regular review of performance of the Board and its members;
- (h) develop with Directors an appropriate training and development program;
- (i) oversee management's succession planning including the Managing Director and his or her direct reports;
- (j) assist the Chairman in advising Directors about their performance and possible retirement;
- (k) review the policy in respect of tenure, remuneration and retirement of Directors; and

## 9. Review of the Charter

This Charter will be reviewed annually by the Remuneration and Nomination Committee with any proposed changes to be approved by the Board.

**GALILEO MINING LTD  
ACN 104 114 132**

**SECURITY TRADING POLICY**

**Introduction**

This document sets out Galileo Mining Ltd ACN 104 114 132 (“**Galileo**” or the “**Company**”) policy on the sale and purchase of its securities by its directors, employees and contractors.

The purpose of this policy is to:

- (a) impose “Black-out” periods at various times during the year, particularly in periods leading up to an announcement of results, during which trading of the Company's securities by Directors is prohibited; and
- (b) set out procedures to reduce the risk of insider trading.

A basic explanation on insider trading is provided together with the steps taken by the Company to prevent insider trading, including:

- (a) a description of what conduct may constitute insider trading;
- (b) the windows when Directors, employees and contractors are permitted to buy or sell securities in order to minimise the risk of insider trading; and
- (c) the steps to take when buying or selling securities in the Company.

**Definition of Insider Trading**

**1. Prohibition**

1.1. Insider trading is a criminal offence. A person will be guilty of insider trading if:

- (a) that person possesses information in relation to a company which is not generally available to the market, and if it were generally available to the market, would be likely to affect the price or value of that company's securities (i.e. information that is “price sensitive”); and
- (b) that person:
  - 1. buys or sells securities in the company;
  - 2. procures someone else to buy or sell securities in the company; or
  - 3. passes on that information to a third party where that person knows, or ought reasonably to know, that the third party would be likely to deal in the securities or procure someone else to deal in the securities of the company.

**2. Examples**

2.1. Price sensitive information means information relating to the Company that would, if the information were publicly known, be likely to:

- (a) have a material effect on the price or value of the Company's shares; or
- (b) influence persons who invest in securities in deciding whether or not to buy or sell the company's shares.

2.2. The following are examples of price sensitive information which, if made available to the market, would be likely to affect the price of the Company's securities:

- (a) the Company is considering the acquisition of another company;



- (b) material drilling results.

### **3. Dealing through Third Parties**

- 3.1. A person does not need to be a director or employee of Company to be guilty of insider trading in relation to securities in the Company. The prohibition extends to dealings by anyone, including Directors' or employees' nominees, agents or other associates, such as family members, family trusts and family companies, as well as customers and suppliers.

### **4. Contractors and External Advisors**

- 4.1. Contractors employed by the Company shall be informed of this policy when they are appointed and are required to adhere to the policy so long as they are contracted by the Company. Breach of the policy may lead to termination of contract arrangements.
- 4.2. The Company's employees dealing with external advisers need to ensure that the advisers are aware of the insider trading rules and where these dealings cover material matters, that the issue of insider trading is covered in confidentiality documents.

### **5. Meaning of Securities**

- 5.1. The rules covers shares in the Company, derivatives related to the Company's shares, whether issued by the company or not and to any traded company options. It also applies to the exercise of options, including employee options.

### **6. Related Companies**

- 6.1. Directors, employees and contractors, where they possess inside information, should also not deal in securities of other companies with which the Company might have an association or be about to enter such association such as joint venture or farm in partners.

## **Guidelines for Trading in the Company's Securities**

### **7. Approval Process**

- 7.1. Directors, employees and contractors can deal in securities of the Company in the following circumstances:
  - (a) it is not during a closed period as contemplated by section 7.3, and they have satisfied themselves that they are not in possession of any price sensitive information that is not generally available to the public; or
  - (b) they have contacted the Chairman or in his absence, the Managing Director and notified them of their intention to do so and provided all relevant information with this notification, and the Chairman or Managing Director has given their prior written approval to the proposed dealing.
- 7.2. Where the Chairman wishes to deal with his securities outside of a closed period as contemplated by section 7.3, he must obtain the prior approval of the Board prior to doing so.

- 7.3. Closed Period: Directors, employees and contractors may not trade in Company Securities if:
- (a) he or she has information that he or she knows, or ought reasonably to know, is price sensitive information in relation to Company Securities; or
  - (b) the Company Secretary has issued an instruction prohibiting trading in Company Securities by Employees; or
  - (c) it is the day on which the Company has made, or is expected to make, an announcement to the ASX; or
  - (d) he or she has not complied with clause 7.1.
- 7.4. The Company may at its discretion vary this rule in relation to a particular period by general announcement to all employees either before or during the period. However, if a director or employee of the Company is in possession of price sensitive information which is not generally available to the market, then he or she must not deal in the Company's securities at any time.
- 7.5. This notification obligation operates at all times and applies to dealings in the Company's securities by family members and other associates of Directors, employees and contractors as well as to personal dealings by Directors and employees. It does not apply to any issue of securities by the Company pursuant to a prospectus or like disclosure under the *Corporations Act 2001* (Cth) ("**Corporations Act**"), or under employee share and option plans.
- 7.6. Directors, employees and contractors must not at any time engage in short-term trading in securities of the Company.
- 7.7. Directors, employees and contractors must not communicate price sensitive information to a person who may deal in securities of the Company. In addition, Directors, employees and contractors should not recommend or otherwise suggest to any person (including a spouse, relative, friend, trustee of a family trust or directors of a family company) the buying or selling of securities in the Company.
- 7.8. This policy does not apply to trading which does not result in a change in beneficial control of the Company's shares; e.g. transferring a personal holding of the Company's shares to a pension fund or superannuation fund.

## **8. Hedging Unvested Entitlements**

- 8.1 (a) Entitlements under the Company's equity-based incentive plans (if any) are subject to the satisfaction of various time and/or performance hurdles to ensure alignment of employee rewards with the Company's objectives and performance. Transactions which "hedge" the value of entitlements could distort the proper functioning of these hurdles and reduce the intended alignment with shareholder interests.
- (b) Directors, and executives participating in an equity-based executive incentive plan, are prohibited from entering into any transaction which would have the effect of hedging or otherwise transferring to any other person the risk of any fluctuation in the value of any unvested entitlement in the Company's securities.
- 8.2 Notwithstanding the restriction imposed by paragraph 8.1(b) above, Directors may enter into hedging transactions in respect of the Company's securities held by them outside any equity-based performance plan or once the securities have been vested.
- 8.3 However, Directors should ensure that entry into any hedging transaction occurs outside the Company's black-out periods and otherwise complies with this policy.

## **9 Dealing in Exceptional Circumstances**

- 9.1 In specific circumstances however, such as financial hardship, the Chairman may waive the requirement of a director, employee or contractor to deal in the Company's securities outside blackout periods on the condition that the Director, employee or contractor can demonstrate to the Chairman that he or she are not in possession of any price sensitive information that is not generally available to the public.
- 9.2 The procedure set out in section 9.1 is in addition to the requirements of section 7.

## **10 Consequences of Breach of the Security Trading Policy**

- 10.1 Breach of this policy by any the Company's employees or their family members would expose that employee or family member (as applicable) to criminal and civil liability.
- 10.2 The Company will regard breach of insider trading law or this policy as serious misconduct.

## **11 ASX Notification by Directors**

- 11.1 ASX obliges a director to notify ASX within the 5 business days after any dealings in Company's securities (either personally or through a third party) which results in a change in the relevant interests of the Director in Company's securities. Accordingly, Directors must notify the Company Secretary immediately on acquiring or disposing of a relevant interest in any securities in the Company. It is the individual responsibility of Directors to ensure they comply with this requirement.

## **12 Review of the Policy**

- 12.1 This Policy will be reviewed annually by the Board.

**GALILEO MINING LTD**  
**ACN 104 114 132**

**CONTINUOUS DISCLOSURE POLICY**

**1. Continuous Disclosure**

- 1.1 Galileo Mining Ltd ACN 104 114 132 (“**Galileo**” or the “**Company**”) is committed to:
- (a) ensuring that shareholders and the market are provided with full and timely information about its activities;
  - (b) complying with the continuous disclosure obligations contained in the ASX Listing Rules and the applicable sections of the *Corporations Act 2001* (Cth); and
  - (c) providing equal opportunity for all stakeholders to receive externally available information issued by the Company in a timely manner.
- 1.2 This policy covers financial markets communication, media contact and continuous disclosure issues. It forms part of the Company’s corporate policies and procedures and is available to all staff.
- 1.3 The Company Secretary manages this policy. This policy will develop over time as best practice and regulations change and the Company Secretary will be responsible for communicating any amendments. This policy will be reviewed by the Board annually.

**2. Guiding Principle**

- 2.1 The Company will immediately notify the market via an announcement to the ASX of any information concerning the Company that a reasonable person would expect to have a material effect on the price of the Company’s securities or influence an investment decision on the Company’s securities.
- 2.2 The Company will ensure that it does not communicate material price sensitive information to an external party except where that information has previously been disclosed to the ASX.
- 2.3 ASX Disclosure Carve-Outs

Disclosure is not required, where all of the three following requirements are met:

- (a) a reasonable person would not expect the information to be disclosed;
- (b) the information is confidential and ASX has not formed the view that the information has ceased to be confidential; and
- (c) one or more of certain conditions contained in ASX Listing Rule 3.1A are satisfied being:
  - (i) it would be a breach of a law to disclose the information;
  - (ii) the information concerns an incomplete proposal or negotiation;
  - (iii) the information comprises matters of supposition or is insufficiently defined to warrant disclosure;
  - (iv) the information is generated for the internal management purposes of the entity; or

- (v) the information is a trade secret.

## 2.4 “Material” Information

Information is considered material if there is a substantial probability that the information would influence investors in deciding whether to invest in or divest the Company’s securities. In particular, results of economic studies and earnings forecast guidance will not be provided to the market where this has not been released to the market in general.

## 3. Communication Protocols

### 3.1 Reporting of Material Information

- (a) The Company's protocol in relation to the review and release of ASX announcements (and media releases) is as follows:
  - (i) information is determined by the Board, Company Secretary or other employee of the Company as being of a type or nature that may warrant disclosure to the ASX;
  - (ii) if not known by the Executive Director, all information should be reported to the Executive Director;
  - (iii) the Executive Director will determine the nature and extent of the information and consult with the Board and Company Secretary to determine the form and content of any ASX Release;
  - (iv) the Executive Director will agree on the text of the proposed release and will be responsible for ensuring that the Company establishes a vetting procedure to ensure that the announcements are factual and do not omit any material information. The Executive Director will also be responsible for ensuring that Company announcements are expressed in a clear and objective manner that allows investors to assess the impact of the information when making investment decisions. The Company Secretary may also be required to draft the release for review and will liaise with the Executive Director and Chairman to ensure all announcements are made in a timely manner;
  - (v) depending on the nature of the release, the sensitivity of the information and the availability of the Board, the Executive Director and Chairman will then determine whether the Board, as a whole, should be involved in the review of the proposed release; and
  - (vi) the Company Secretary will then release the proposed release to the market, and ensure that the website is updated.
- (b) The Company will not release publicly any information required to be disclosed through the ASX until cleared by the ASX.

### 3.2 Authorised Spokespersons

- (a) Only authorised persons are allowed to make public statements to external parties, shareholders, investors, stockbroker’s analysts or the media in relation on any matters affecting the Company. Currently, those persons authorised are:
  - (i) the Chairman;
  - (ii) the Executive Director; or
  - (iii) their delegates nominated for that purpose.

- (b) The authorised persons in 3.2(a) above may clarify information that the Company has publicly released but will not comment on material price sensitive issues that have not been disclosed to the market generally.
- (c) Any staff member who receives a request for comment from an external third party is to refer the enquiry to the Executive Director.

### 3.3 Distribution of Information

- (a) All information released to the ASX after clearance from ASX will be promptly placed on the Company's website, the latest within 24 hours.
- (b) Any substantive written material or presentations made to institutions, stockbrokers or shareholders, which do not contain material information, will be placed on the Company's website prior to such presentations and will be sent to ASX.

### 3.4 Management Responsibilities

- (a) The Company's officers, employees and contractors must be made aware of this Disclosure Policy. Employees or contractors must disclose any information which comes to their attention and is believed to potentially be material to the Company Secretary or Executive Director.
- (b) Officers, employees and contractors must be made aware of the "no comment policy" to external parties on any matters which may be material to the Company.

### 3.5 Trading Halts

The Company may request a trading halt to maintain orderly trading in the Company's securities. The Company Secretary will manage the process in consultation with the Chairman, Executive Director and Directors as required.

## 4. Contact with the Market

4.1 Key executives interact regularly with the market on the Company's activities in a number of ways, including briefings, market announcements, regular updates on industry issues, one-on-one briefing, meetings and educational sessions.

4.2 In addition, the Company occasionally provides background and technical information to institutional investors and stockbroking analysts to support announcements made to the ASX about the Company's on-going business activities.

4.3 At all times when interacting with external individuals, investors, stockbroking analysts and market participants, the representatives of the Company should adhere to the guiding principle set out in this policy.

### 4.4 Open Briefings to Institutional Investors and Stockbroking Analysts

- (a) The Company may hold open briefings (i.e. where all members of a relevant group are invited) with shareholders, investors and/or stockbroking analysts to discuss information that has been released to the market.
- (b) Representatives of the Company are under the obligation of this policy and should not disclose any material price or value sensitive information that has not been announced to the market generally.
- (c) With regards to open briefings, the Company will place any written briefing and presentation materials onto their website at the conclusion of the briefing; and

for the purposes of this policy, public speeches and presentations by the Company's Chairman or Executive Director will be classed as 'open briefings'.

#### 4.5 One-on-one Briefings with Stockbrokers, Analysts and Institutional Investors and Shareholders

- (a) It is in the interests of the Company's shareholders that stockbroking analysts have a thorough understanding of the Company's business operations and activities. In addition, other professional investors may seek to better understand certain aspects of the Company's strategy.
- (b) From time to time, the Company participates in one-on-one briefings with various investment professionals. At these briefings the Company may provide background and technical information to assist these people in their understanding of the Company's business activities. The Company's policy is that no previously undisclosed material price or value sensitive information will be disclosed at those briefings.
- (c) For the purposes of this policy a one-on-one briefing includes any communication between the Company and a stockbroking analyst including, for example, phone calls or e-mails made to the Company's Executive Director. Any written materials to be used at open or one-on-one briefings with institutional investors or stockbroking analysts will be reviewed by the Executive Director to ensure all information has previously been disclosed to the market. Where this is not the case, the information will be disclosed in the manner outlined above.

#### 4.6 Review of Analyst Reports

- (a) The Company recognises the important role performed by analysts in assisting the establishment of an efficient market with respect to the Company's securities. However, the Company is not responsible for, and does not endorse, analyst reports that contain commentary on the Company.
- (b) The Company will not provide non-disclosed material price or value sensitive information in response to such reports. The information may be reviewed only to correct factual inaccuracies. Any correction of factual inaccuracies by the Company does not imply endorsement of the content of those reports.

#### 4.7 Managing Market Speculation and Rumours

- (a) Market speculation and rumours, whether substantiated or not, have a potential to impact the Company's share price. Speculation may also contain factual errors that could materially affect the Company.
- (b) The Company's general policy on responding to market speculation and rumours is that "the Company does not respond to market speculation or rumours". However, the Company may issue a statement in relation to market speculation or rumour where and when it considers it necessary.
- (c) Speculation may result in the ASX formally requesting disclosure by the Company on the matter, in which case the Company will respond to the request.

### 5. Review of the Policy

- 5.1 This Policy will be reviewed annually by the Board.

**GALILEO MINING LTD**  
**ACN 104 114 132**

**SHAREHOLDER COMMUNICATIONS POLICY**

The board of Directors (“**Board**”) of Galileo Mining Ltd ACN 104 114 132 (“**Galileo**” or the “**Company**”) aims to ensure that shareholders are informed of all major developments.

Information is communicated to shareholders as follows:

**1. Reports to Shareholders**

- 1.1. The Annual Report is distributed to all shareholders by release to ASX and in printed form only when specifically requested by a shareholder. The Board ensures that the Annual Report includes relevant information about the operations of the Company during the year, changes in the state of affairs of the Company and details of future developments, in addition to the other disclosures required by the *Corporations Act 2001* (Cth) (“**Corporations Act**”) and the ASX Listing Rules.
- 1.2. The Half-yearly Report contains summarised financial information and a review of the operations of the Company during the period. Half-yearly reviewed Financial Statements prepared in accordance with the requirements of Accounting Standards and the Corporations Act are lodged with the Australian Securities & Investments Commission and the ASX. The half-yearly Report are only sent in printed form to any shareholder who requests them.

**2. ASX Announcements**

- 2.1. Regular reports are released through the ASX and the media.

**3. Annual General Meetings**

- 3.1. The Board encourages full participation of shareholders at the Annual General Meeting to ensure a high level of accountability and identification with the Company's strategy and goals. The Company will use general meetings as a tool to effectively communicate with shareholders and allow shareholders a reasonable opportunity to ask questions of the Board and to otherwise participate in the meeting.
- 3.2. The external auditor of the Company will be asked to attend each Annual General Meeting of the Company and be available to answer shareholder questions about the conduct of the audit and the preparation of the Auditor's Report.

**4. Website**

- 4.1. The Company is committed to maintaining a Company website, [www.galileomining.com.au](http://www.galileomining.com.au), with general information about the Company and its operations and information specifically targeted at keeping the Company's shareholders informed about the Company.
- 4.2. In particular, where appropriate, after confirmation of receipt by the ASX, the following will be posted to the Company website:
  - (a) relevant announcements made to the market via the ASX;
  - (b) media releases;
  - (c) investment updates;



- (d) company presentations and media briefings;
- (e) copies of press releases and announcements for the preceding three years; and
- (f) copies of annual and half yearly reports including financial statements for the preceding three years.

## **5. Opting in to Receive Electronic Communication**

- 5.1. The default option for receiving a copy of the annual report is via the Company's website. However all Shareholders have the option of receiving, free of charge, a printed copy of the annual report or alternatively may elect to receive the annual report via email by notifying the Company's Share Registrar, Automic Group.

## **6. Shareholder Enquiries**

- 6.1. Shareholders and the investing public may at any time make a request for company information to the extent such information is publicly available.
- 6.2. Shareholders should direct any enquiries by email to [info@galileomining.com.au](mailto:info@galileomining.com.au) or alternatively, shareholders may contact the Company Secretary.
- 6.3. For enquiries regarding their shareholdings, Shareholders may contact the Company's Share Registrar.

## **7. Other Information**

- 7.1. While the Company aims to provide sufficient information to shareholders about the Company and its activities, it understands that shareholders may have specific questions and require additional information. To ensure that shareholders can obtain all relevant information to assist them in exercising their rights as shareholders, the Company has made available a telephone number and relevant contact details (via the website) for shareholders to make their enquiries.

## **8. Review of the Policy**

- 8.1. This Policy will be reviewed annually by the Board.

**GALILEO MINING LTD**  
**104 114 132**

**DIVERSITY POLICY**

**1. Interpretation**

1.1 Definitions

In this policy:

- (a) **“ASX”** means the ASX Limited ACN 008 624 691 or the Australian Securities Exchange, as the context requires;
- (b) **“ASX Recommendations”** means the ASX Corporate Governance Principles and Recommendations 2014 amendments (Third Edition);
- (c) **“Board”** means the board of Directors of the Company;
- (d) **“Company”** means Galileo Mining Ltd ACN 104 114 132;
- (e) **“Corporations Act”** means the *Corporations Act 2001* (Cth);
- (f) **“Director”** means a director of the Company;
- (g) **“Diversity”** has the meaning given in clause 3.1;
- (h) **“Diversity Agenda”** means the agenda described in clause 3.5(a);
- (i) **“Diversity Commitments”** means the commitments set out in clause 3.5; and
- (j) **“Diversity Objectives”** means the objectives set out in clause 4.

1.2 Interpretation

Concepts not defined in this policy which are given a meaning in the Corporations Act or the ASX Recommendations have the same meaning as in the Corporations Act or the ASX Recommendations.

**2. Overview**

2.1 Commitment to Diversity

Galileo Mining Ltd ACN 104 114 132 (**“Galileo”** or the **“Company”**) is committed to:

- (a) to the extent practicable, addressing and complying with the ASX Recommendations by establishing measurable objectives for achieving gender diversity;
- (b) promoting Diversity among employees, consultants and senior management throughout the Company; and
- (c) keeping shareholders informed of the Company progress towards implementing and achieving its Diversity objectives.

2.2 Purpose

The purpose of this policy is to:

- (a) outline the Company’s commitment to creating a corporate culture that embraces Diversity and, in particular, focuses on the composition of its Board and senior management; and

- (b) provide a process for the Board to determine measurable objectives and procedures which the Company will implement and report against to achieve its Diversity goals.

### **3. Diversity**

#### **3.1 Diversity**

Diversity includes, but is not limited to:

- (a) gender;
- (b) age;
- (c) ethnicity; and
- (d) cultural background.

#### **3.2 Corporate Culture**

The Company aims to create a Corporate culture that:

- (a) embraces Diversity and seeks to encourage and facilitate opportunities for the employment of people from different backgrounds;
- (b) provides skills and career development initiatives; and
- (c) increases workforce participation and create an inclusive environment where all employees feel included and valued.

#### **3.3 Benefits of Diversity**

The Company acknowledges the known corporate benefits that arise from advancing employee and Board diversity, including:

- (a) identification and rectification of gaps in the skills and experience of employees;
- (b) enhanced employee retention;
- (c) greater innovation and maximisation of available talent to achieve corporate goals; and
- (d) better financial performance.

#### **3.4 Diversity and the Company's Corporate Goals**

- (a) By focusing on Diversity, the Company aims to promote an environment that is conducive to the appointment of suitably qualified employees, management and Board candidates in order to maximise the corporate goals of the Company.
- (b) The Company recognises that all employees may have domestic responsibilities and, where appropriate, aims to promote and create an environment which is conducive to all employees' domestic responsibilities.

#### **3.5 Diversity Commitments**

The Company will implement the following Diversity Commitments:

- (a) the Board will review and determine, as frequently as required, a Diversity Agenda that meets the particular needs of the Company, including identifying the skill, experience and expertise requirements set for the Board and senior management necessary to effectively oversee its business and achieve its corporate goals;

- (b) the Board will seek to ensure that the Diversity Agenda is taken into account in the selection and appointment of qualified employees, management and Board candidates and will consider options in order to expand the range of qualified candidates to select from; and
- (c) the Board will seek to identify and consider initiatives that:
  - (i) assist in the development of a range of skilled and experienced Board candidates, in particular women, such as practices relating to career advancement and skills development which prepare employees for management or Board positions;
  - (ii) assist with enhancing employee retention; and
  - (iii) assist with minimising career disruption when employees take time out of the workplace to meet other obligations and/or attempt to re-enter the workforce.

### 3.6 ASX Recommendations

While the focus of the ASX Recommendations is on promoting the role of women within organisations, the Company recognises that other forms of Diversity are important and seeks to promote a range of Diversity initiatives including, but is not limited to, gender, age, ethnicity and cultural background throughout the Company beyond gender diversity.

### 3.7 Implementing Diversity Commitments

The Board seeks to ensure that appropriate measures are introduced and responsibilities are delegated, where appropriate, to ensure that the Company's Diversity Commitments are implemented appropriately.

## 4. Diversity Objectives

### 4.1 Measurable Objectives

- (a) The Board may set measurable objectives for achieving Diversity, specifically including gender diversity, in accordance with this policy and the Diversity Agenda set by the Board from time to time and will review the effectiveness and relevance of these measurable objectives on an annual basis.
- (b) The measurable objectives should identify ways and, where applicable, specify benchmarks against which the achievement of Diversity is measured, in order for the Board to assess and report annually on the Company's progress towards achieving its Diversity goals.
- (c) In order to set measurable objectives, the Board will assess its current Diversity levels and identify where gaps exist. Measurable objectives will then be created which will seek to improve Diversity in areas where most development is needed.
- (d) There are various measurable objectives which may be implemented by the Company to assist achieving the Diversity Commitments, including:
  - (i) procedural and structural objectives;
  - (ii) Diversity targets; and
  - (iii) initiatives and programs.

## 4.2 Review and Key Performance Indicators

- (a) As part of the commitment to achieve and maintain effective Diversity Commitments, the Board will perform reviews, when appropriate, to assess the changes in Diversity throughout the Company.
- (b) The Board will consider the extent to which the achievement of the measurable objectives should be to key performance indicators for the Board and other senior management.

## 5. Annual Disclosure to Shareholders

### 5.1 Disclosing to Shareholders

For the purpose of fostering shareholder confidence in the Company, the Company acknowledges that reporting to shareholders on its Diversity Agenda and Diversity Objectives facilitates greater transparency and accountability in relation to Diversity and that such reporting and transparency has been endorsed by the Board.

### 5.2 Contents of Annual Disclosure

- (a) The Company will disclose the measurable objectives set, if any, by the Board for achieving Diversity in accordance with the Diversity Agenda and will report on its progress against those objectives. A copy of these measurable objectives may also be published on the Company's website from time to time.
- (b) A component of the Company's disclosure on Diversity in its annual report should also include information about:
  - (i) the proportion of women employees in the Company;
  - (ii) the number of women in management positions; and
  - (iii) the number of women on the Board.
- (c) The Board will determine the most appropriate method to present this information to ensure that it is accurate and does not falsely represent the participation of women and men within the Company.

### 5.3 Board Selection

The Company seeks to achieve greater transparency of the Board selection and nomination process. The Company may include in its annual report the information about the Diversity which the Board is looking to achieve in membership of the Board as set out in the Remuneration and Nomination Committee Charter.

## 6. Miscellaneous

### 6.1 Review of Policy

- (a) External reviews of this policy may be undertaken at the request of the Board.
- (b) A copy of this policy (or a summary of it) will be made available on the Company's website and ASX to the extent necessary.

### 6.2 Endorsement

The Company is committed to this policy and its implementation and to ensuring that Diversity is achieved throughout the Company. This policy is to be adopted by the Board.

### 6.3 No Obligation

No statement in this policy shall be taken, interpreted or construed so as to endorse:

- (a) the sole criteria for selection and/or promotion of the Company's employees, senior management or Board, other than their overall likely prospect of adding value to the Company and assisting with the Company achieving its corporate goals;
- (b) any conduct by any of the Company's employees, senior management members or Board members which is illegal or contrary to any anti-discrimination, equal opportunities or other legislation or law in any Australian State or Territory or any other foreign jurisdiction; and
- (c) any employee, senior management member or Board member feeling prejudiced by this policy in relation to their employment and/or development of his or her employment or otherwise, merely because their personal Diversity attributes may be more, rather than less, common with others' Diversity attributes

## 7. **Review of the Policy**

- 7.1 This Policy will be reviewed annually by the Board.

# **GALILEO MINING LTD**

## **ACN 104 114 132**

### **SOCIAL MEDIA POLICY**

#### **1. Introduction**

Galileo Mining Ltd ACN 104 114 132 (“**Galileo**” or the “**Company**”) expects its employees to maintain a certain standard of behaviour when using social media to conduct business.

The aim of this policy is to inform employees of the Company of their responsibilities when using social media.

#### **2. Scope**

This policy outlines requirements for compliance with confidentiality, governance, legal, privacy and regulatory parameters when using social media to conduct the Company’s business such as:

- (a) maintaining a profile page for the Company on any social media or business networking site;
- (b) making comments on any social media or business networking sites for and on behalf of the Company;
- (c) writing or contributing to a blog and/or commenting on other people’s or business’ blog posts for and on behalf of the Company; and/or
- (d) posting comments for and on behalf of the Company on any public and/or private web-based forums or message boards or other internet sites.

#### **2. Definitions**

Social media includes all internet-based publishing technologies. Most forms of social media are interactive, allowing authors, readers and publishers to connect and interact with one another. The published material can often be accessed by anyone.

Social media may include (although is not limited to):

- (a) social networking sites (e.g.: Facebook, Myspace, LinkedIn,);
- (b) video and photo sharing websites (e.g.: Flickr, Instagram, YouTube);
- (c) blogs, including corporate blogs and personal blogs;
- (d) blogs hosted by media outlets (e.g.: ‘comments’ or ‘your say’ features on news websites, HotCopper);
- (e) micro-blogging sites (e.g.: Twitter);
- (f) wikis and online collaborations (e.g.: Wikipedia);
- (g) forums, discussion boards and groups (e.g.: Google groups);
- (h) vod and podcasting;
- (i) instant messaging (including SMS); and
- (j) geo-spatial tagging (e.g.: Foursquare).

### **3. Legislative & Policy Framework**

The employees and contractors are expected to demonstrate standards of conduct and behaviour that are consistent with relevant legislation, regulations and policies, including the following non-exhaustive list:

- (a) Corporations Act 2001 (Cth);
- (b) ASX Listing and Operating Rules;
- (c) the Company's employment contracts; and
- (d) the Company's Share Trading Policy.

### **4. Professional Use Of Social Media**

#### **4.1 Authorisation**

No director, employee or contractor of the Company is to engage in social media as a representative or on behalf of the Company unless they first obtain written approval from the Chairman or Managing Director.

#### **4.2 Appropriate conduct**

If any employee or contractor of the Company is directed to contribute to or participate in any form of social media related work, they must act in a professional manner at all times and in the best interests of the Company.

Once authorised to engage in social media as a representative or on behalf of the Company, employees must:

- (a) only post or discuss material or price sensitive information that has already been released to the market through the ASX announcements platform.;
- (b) only post or discuss non - material information, which includes without limitation, pictures, comments, or articles, with the approval of the Managing Director;
- (c) ensure that all content published is accurate and not misleading and complies with all relevant company policies and correct any published information that is misleading and/or not accurate as soon as practicable;
- (d) comment only on their area of expertise and authority;
- (e) ensure comments are respectful of the community in which they are interacting online;
- (f) comply with relevant laws and regulations; and
- (g) adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws.

#### **4.3 Inappropriate conduct**

If an employee or contractor is authorised to engage in social media as a representative or on behalf of the Company, they must not:

- (a) post content that has not been released to the market;



- (b) post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright or is otherwise unlawful;
- (c) use or disclose any confidential information relating to the Company or its business partners or other third parties;
- (d) communicate any information, (regardless of whether it is confidential or public knowledge), about business partners of the Company or other third parties without their prior authorisation or approval to do so;
- (e) use fictitious names or identities that deliberately intend to deceive, mislead or lie or participate in social media anonymously or covertly or via a third party or agency;
- (f) express or publish a personal opinion on the Company generally or about the Company's business via social media, that if it is not possible to separate official Company positions from personal opinions, employees and contractors should consider using a formal disclaimer to separate interest.
- (g) make any comment or post any material that might otherwise cause damage to the Company's reputation or bring it into disrepute.

## **5. Privacy**

Employees and contractors should be sensitive to the privacy of others. However, the Company is not required to seek permission from anyone who appears in any photographs, video or other footage before sharing these via any form of social media if it is the copyright owner of the relevant image or footage.

## **6. Intellectual Property**

Employees and contractors will use the Company's own intellectual property where possible and shall obtain prior consent where the Company is not the creator or copyright owner, to use or reproduce copyright material including applications, sound recordings (speeches, music), footage (cinematographic vision), graphics (graphs, charts, logos, clip-art), images, artwork, photographs, publications or musical notation. Employees and contractors will also typically seek permission before publishing or uploading the intellectual property of a third party or before linking to another site or social media application.

## **7. Modification And Moderation**

Employees and contractors should ensure that any social media sites created or contributed to can be readily edited, improved or removed and appropriately moderated.

## **8. Responsiveness**

The Company will endeavour to specify the type of comments and feedback that will receive a response and clearly communicate a target response time. Employees and contractors are required to make it easy for audiences to reach the Company and/or its subsidiaries by publishing appropriate company telephone numbers, generic emails, LinkedIn, Twitter and Facebook accounts (where applicable).

## **9. Monitoring**

The Company reserves the right, for legal compliance purposes, to monitor social media usage on its systems without advance notice and consistent with any applicable state, federal or international laws. The Company may be legally required to produce logs, diaries and archives of social media use to judicial, law enforcement and regulatory agencies and will comply with any relevant requests. Employees and contractors and other users should govern themselves accordingly.

## **10. Enforcement**

All content published or communicated by or on behalf of the Company using social media must be recorded (including the author's name, date, time and media site location) and kept on record. The Company will actively monitor social media for relevant contributions that impact on the Company or its subsidiaries, and their officers, operations or reputation.

The Company's employees breaching this policy may be the subject of disciplinary action, performance management or review. Serious breaches may result in suspension or termination of employment or association. The Company reserves the right to remove, where possible, content that violates this policy or any associated policies.

## **11. Corporations Act**

The requirements imposed by this policy are separate from, and additional to, the legal prohibitions in the Corporations Act. Directors, officers, consultants and employees should be aware that they can be charged with criminal offences under the rules and regulations associated with the prevention of market manipulation, false trading, market rigging and misleading and deceptive conduct, all of which apply at law regardless of this policy.

## **12. Breach of Policy**

All employees and contractors of the Company must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of employment or (for contractors) the termination or non-renewal of contractual arrangements.

Other disciplinary action that may be taken includes, but is not limited to:

- (a) issuing a formal warning;
- (b) directing people to attend mandatory training;
- (c) suspension from the workplace; and/or
- (d) permanently or temporarily denying access to all or part of the Company's computer network.

## **13. Review of the Policy**

- 13.1 This Policy will be reviewed annually by the Board.

# GALILEO MINING LTD ACN 104 114 132

## WHISTLEBLOWER POLICY

### 1. Introduction

Galileo Mining Ltd's ACN 104 114 132 ("**Galileo**" or the "**Company**") values are the foundation of how we behave and interact with each other, our members, suppliers, shareholders, and other stakeholders. Together our values reflect the priorities of the business and provide guidance in decision making.

- 1.1 Our Corporate Governance policies have been developed to align with our values to ensure that we observe the highest standards of fair dealing, honesty and integrity in our business activities.
- 1.2 Our Whistleblower Policy (this "**Policy**") has been put in place to ensure employees and other Disclosers (defined below) can raise concerns regarding any misconduct or improper state of affairs or circumstances (including unethical, illegal, corrupt or other inappropriate conduct) without being subject to victimisation, harassment or discriminatory treatment.

### 2. Purpose

2.1 This Policy aims to:

- (a) encourage Disclosers to report an issue if they reasonably believe someone has engaged in serious wrongdoing;
- (b) outline how the Company will deal with whistleblowing reports; and
- (c) set out the avenues available to Disclosers to report serious wrongdoing to the Company. Whilst it is generally expected that these issues will be raised through the normal channels of line management, reporting by other avenues may be appropriate or necessary in certain situations.

### 3. Who does this Policy apply to?

3.1 This Policy applies to "**Disclosers**", which means anyone who is, or has been, any of the following with respect to all entities within the Company:

- (a) employees;
- (b) Directors;
- (c) officers;
- (d) contractors (including employees of contractors);
- (e) suppliers (including employees of suppliers);
- (f) associates;
- (g) consultants; and
- (h) relatives, dependants, spouses, or dependents of a spouse of any of the above.

3.2 The protections in this Policy will also apply to anyone who has made a disclosure of information relating to the Company to a legal practitioner for the purpose of obtaining legal advice or legal representation in relation to whistleblowing protection laws.

### 4. Matters that should be reported

4.1 Any matter that a Discloser has reasonable grounds to believe is misconduct or an

improper state of affairs or circumstances or is in material breach of the Company's policies should be reported in accordance with this Policy.

4.2 Reportable matters include without limitation any conduct that involves:

- (a) dishonest behaviour;
- (b) fraudulent activity;
- (c) unlawful, corrupt or irregular use of company funds or practices;
- (d) illegal activities (including theft, dealing in or use of illicit drugs, violence or threatened violence and criminal damage against property);
- (e) unethical behaviour, including anything that would breach the Company Code of Conduct;
- (f) improper or misleading accounting or financial reporting practices;
- (g) a breach of any legislation relating to the Company's operations or activities, including the Corporations Act 2001 (Cth);
- (h) behaviour that is oppressive, discriminatory or grossly negligent;
- (i) an unsafe work-practice;
- (j) any behaviour that poses a serious risk to the health and safety of any person at the workplace;
- (k) a serious risk to public health, public safety or the environment; or
- (l) any other conduct which may cause loss to the Company or be otherwise detrimental to the interests of the Company.

## **5. Responsibility to report**

5.1 The Company relies on its employees and Disclosers to help maintain and grow its culture of honest and ethical behaviour. It is therefore expected that any Discloser who becomes aware of such conduct will make a report.

## **6. Reporting to Eligible Recipients**

6.1 Disclosure can be made to an "eligible recipient" within the Company. Eligible recipients in relation to the Company are:

- (a) officers;
- (b) Directors;
- (a) senior managers;
- (b) auditors or member of an audit team conducting an audit; and
- (c) and person authorised by the Company.

6.2 Reports to an eligible recipient:

- (a) must be made in person or by telephone; and
- (b) the Discloser must first inform the eligible recipient that they wish to make a report under this Policy.

6.3 An eligible recipient may direct the Discloser to make the report to an external whistleblowing service, if they consider it appropriate in the circumstances.

6.4 Reports made under this Policy should describe the grounds for the report and provide

as much detail as possible of all relevant facts and supporting documentation (if any).

- 6.5 Information contained in reports and provided by Disclosers in the course of an investigation will be kept confidential, except as required by law or where disclosure is necessary to regulatory authorities, law enforcement agencies or professional advisors to the Company.

## **7. Support and Protections Available to Disclosers**

- 7.1 A Discloser will not be subject to any civil, criminal or disciplinary action for making a report that is covered by this Policy, or for participating in any subsequent investigation by the Company.
- 7.2 No employee, officer or contractor of the Company may engage in detrimental conduct against a Discloser who has made or proposes to make a report in accordance with this Policy, because of such report or proposed report.
- 7.3 All reasonable steps will be taken to ensure that a Discloser will not be subject to any form of victimisation, discrimination, harassment, demotion, dismissal or prejudice, because they have made a report. However, this Policy will not protect the Discloser if they are also involved in or connected to the improper conduct or illegal activities that are the subject of a report.

## **8. Anonymous Reporting**

- 8.1 A report can be made anonymously. However, it may be difficult for the Company to properly investigate or take other action to address the matters disclosed in anonymous reports. In circumstances where the Discloser has not consented to the disclosure of their identity, the matter may be referred for investigation, but the investigator will be required to take all reasonable steps to reduce the risk that the discloser will be identified as a result of the investigation.
- 8.2 Information about a Discloser's identity and information that is likely to lead to the identification of the Discloser may be disclosed in the following circumstances:
- (a) where the information is disclosed to ASIC, APRA or the Australian Federal Police;
  - (b) where the information is disclosed to a legal practitioner for the purpose of obtaining legal advice in relation to the operation of applicable whistleblowing protection laws; or
  - (c) where the Discloser consents.
- 8.3 The Company will safeguard your interests, having regard to this Policy, the Australian Standard on Whistleblower Protection Programs, and any other applicable laws and policy.

## **9. Support for Disclosers**

- 9.1 Support available for Disclosers includes:
- (a) appointing an independent support person from the Company to deal with any ongoing concerns they may have; or
  - (b) connecting the Discloser with third party support providers such as Lifeline (13 11 14) and Beyond Blue (1300 22 4636).
- 9.2 Use of these support services by a Discloser may require the Discloser to consent to disclosure of their identity or information that is likely to lead to the discovery of their

identity.

## **10. Resources**

- 10.1 The Board of the Company is responsible for the ultimate decision-making power regarding reports and investigations under this Policy.

## **11. Reports concerning the MD/CEO**

- 11.1 If a report involves the MD or the CEO this will be directed to the Company Secretary or other Non-Executive director/s for investigation and further action.

## **12. Investigating a report**

- 12.1 Where a report is made under this Policy, the Company will investigate the report. Where the Company deems necessary, an external investigator may be used to conduct an investigation, either in conjunction with the Company or independently. Where the Company deems necessary, they may also use an external expert to assist with an investigation. All investigations will be conducted in a fair and independent manner and all reasonable efforts will be made to preserve confidentiality of an investigation.
- 12.2 To avoid jeopardizing an investigation, a Discloser who has made a report under this Policy is required to keep confidential the fact that a report has been made (subject to any legal requirements).
- 12.3 Where a Discloser wishes to remain anonymous, the Discloser's identity will not be disclosed to the investigator or to any other person. Information that is likely to lead to the identification of the Discloser can be disclosed without the Discloser's consent, provided that:
- (a) it is disclosed for the purpose of reasonably investigating the matter; and
  - (b) all reasonable steps are taken to reduce the risk that the Discloser will be identified.

## **13. Support for Persons Implicated**

- 13.1 No action will be taken against employees or officers who are implicated in a report under this Policy until an investigation has determined whether any allegations against them are substantiated. However, an employee or officer who is implicated may be temporarily stood down on full pay whilst an investigation is in process, or may be temporarily transferred to another office, department or workplace, if appropriate in the circumstances. Any such stand-down or temporary transfer may only continue for the duration of the investigation. If the investigation determines that the allegations are not substantiated, the employee or officer must be immediately reinstated to full duties.
- 13.2 Any disclosures that implicate an employee or officer must be kept confidential, even if the Discloser has consented to the disclosure of their identity, and should only be disclosed to those persons who have a need to know the information for the proper performance of their functions under this Policy, or for the proper investigation of the report. An employee or officer who is implicated in a disclosure has a right to be informed of the allegations against them, and must be given an opportunity to respond to those allegations and provide additional information, if relevant, in the course of an investigation into those allegations (subject to the Discloser's right to anonymity).

## **14. Investigation feedback**

- 14.1 Wherever possible, and assuming that the identity of the Discloser is known, the

Discloser will be kept informed of the progress and outcomes of the investigation, subject to privacy and confidentiality considerations.

**15. Training**

- 15.1 Where necessary, the Company will provide training for employees about this Policy and their rights and obligations under it.
- 15.2 The Company will provide training for managers and other personnel who may be likely to receive reports about this Policy and how to respond to Reports.

**16. Reports to other bodies**

- 16.1 In certain circumstances a Discloser may have a legal obligation to make a report to a statutory body or government department. Disclosers should ensure that they comply with all such reporting requirements.

**17. Breach of this Policy**

- 17.1 Any breach of this Policy will be taken seriously and may result in counselling and/or disciplinary action, up to and including summary dismissal.

**18. General**

- 18.1 This Policy will be made available to officers and employees of the Company by making it accessible from the company website at [www.galileomining.com.au](http://www.galileomining.com.au).

**19. Review of the Policy**

- 19.1 This Policy will be reviewed annually by the Board.

# **GALILEO MINING LTD**

## **ACN 104 114 132**

### **ANTI - BRIBERY & CORRUPTION POLICY**

#### **1. Introduction**

- 1.1 Galileo Mining Ltd ACN 104 114 132 (“**Galileo**” or the “**Company**”) is committed to operating fairly and ethically, in compliance with all applicable laws including anti-corruption laws of every country in which we operate.
- 13.1 Galileo is committed to a zero- tolerance approach to bribery and corruption. Our reputation is built on our values as a company, the professionalism of our employees and our collective commitment to acting with integrity, accountability and transparency at all times.

#### **2. Scope**

- 2.1 This Anti-Bribery and Corruption Policy (this “**Policy**”) extends to all Galileo’s business dealings and transactions. All directors, officers and employees are required to comply with this Policy.
- 2.2 Bribery and corruption undertaken by anyone acting on behalf of Galileo is strictly prohibited.

#### **3. General Prohibition**

- 3.1 The following rules are to be strictly complied with by all directors, officers and employees:
  - (i) Never offering, paying, soliciting or accepting bribes in any form (including facilitation payments);
  - (j) Never offering or accepting any item, money, travel, hospitality, entertainment or other token of appreciation that may be construed or used by others to allege favouritism, discrimination, collusion or similarly unacceptable practices;
  - (k) For the purposes of this Policy the threshold requiring disclosure to the Company Secretary is \$300.
  - (l) Never engaging in any form of corrupt business practice, whether for the benefit of Galileo, yourself or another party;

#### **4. Responsibility**

- 4.1 All Galileo directors, officers and employees are expected to read, understand and adhere to this Policy and any related guidelines, policies and procedures.
- 4.2 Galileo takes all reported concerns seriously and where appropriate will investigate reports of bribery and corruption in any way connected to Galileo or a related entity.
- 4.3 All employees have a responsibility and are encouraged to prevent and help detect bribery and corruption. Employees are encouraged to raise any concerns through established reporting channels about any behaviour that violates this Policy.

#### **5. Breach of this Policy**

- 5.1 Any breach of this Policy will be taken seriously and may result in counselling and/or disciplinary action, up to and including summary dismissal.



**6. General**

6.1 This Policy will be made available to officers and employees of the Company by making it accessible from the company website at [www.galileomining.com.au](http://www.galileomining.com.au).

**7. Review of the Policy**

7.1 This Policy will be reviewed annually by the Board.

# GALILEO MINING LTD ACN 104 114 132

## RISK MANAGEMENT POLICY

### 1. Introduction

- 1.1 Galileo Mining Ltd ACN 104 114 132 (“**Galileo**” or the “**Company**”) understands that its corporate success requires it to capitalise on potential opportunities while managing risk. While it is not possible for the Company to shield itself from all risk, it must do so to the extent reasonably practicable. Due to the nature of its business, the Company may face (without limitation) risks related to access to capital and changes in international commodity markets. The Company has established a risk management framework to enable it to identify and manage risk on a continual basis (**Risk Management Framework**).

### 2. Application

This Risk Management Policy (**Policy**) applies particularly to the Company’s board of directors (**Board**) and Audit and Risk Committee (**Committee**). All directors, advisors, employees, consultants and contractors of the Company (**Personnel**) must be aware of, and comply with, this Policy and other applicable Company policies.

### 3. Policy Objectives

This Board has established this Policy to:

- (a) ensure the Company has appropriate processes in place to manage risk; and
- (b) establish the Board’s responsibility for managing risk.

### 4. Risk Management Framework

#### 4.1 Roles and responsibilities

The Board is ultimately responsible for:

- (a) designing and implementing the Risk Management Framework and the Company’s risk appetite;
- (b) satisfying itself that the Risk Management Framework implements a robust system of risk management; and
- (c) detecting, evaluating, monitoring and reviewing risks.

The Board will review the effectiveness of the Company’s risk management twice every year in accordance with the Company’s half year review and full year audit and will establish an Audit and Risk Committee at such time as the Board considers appropriate.

#### 4.2 Risk Management Framework

The Risk Management Framework is underpinned by:

- (a) the maintenance of robust Company policy and procedure to manage business, financial, operational and market risks;
- (b) a systematic process of risk identification and analysis, including assessment of the likelihood, potential impact and acceptability of identified risks;
- (c) implementation of strategies to eradicate, limit and manage identified risks;
- (d) The Board, which is responsible for the day to-day implementation of the Risk Management Framework including
  - (i) the adequacy of the Company’s risk management processes;

- (ii) the Company's compliance with applicable laws and regulations;
- (iii) any incident involving fraud or other break down of the Company's internal controls; and
- (iv) the suitability of the Company's insurance program.

**5. Review of the Policy**

5.1 This Policy will be reviewed annually by the Board.

**GALILEO MINING LTD  
ACN 104 114 132**

**ENVIRONMENTAL POLICY**

**1. Introduction**

- 1.1 Galileo Mining Ltd ACN 104 114 132 (“**Galileo**” or the “**Company**”) aspires to being an effective environmental steward and to managing our impacts, whilst both achieving operational excellence and fulfilling our corporate social responsibilities.

**2. Application**

This Environment Policy (**Policy**) applies to our people; a group we take to include all employees, directors, officers, contractors and consultants of Galileo Mining and its subsidiaries (**Personnel**).

Our Personnel have a reciprocal duty to ensure that they take responsibility for their own actions and work both individually and as a team to fulfill the requirements of this Policy.

Complete and consistent implementation of this Policy is required across all Galileo Mining operations.

**3. Policy**

- 3.1 Galileo is committed to positive environmental management outcomes to maintain and enhance performance, including:

- (a) Detailed planning ahead of the commencement of work programs to minimise, or if possible, eliminate any adverse impact on the environment.
- (b) Selection of Personnel who demonstrate a high-level of awareness and tangible commitment to excellence in environmental management and performance.
- (c) Promotion of respectful dialogue between Personnel to enhance the shared ownership of environmental performance outcomes.
- (d) Identify, assess and effectively control any risk to the environment.
- (e) Provision of training and information to enable Personnel to work in a responsible and respectful manner.
- (f) Report and investigate all environmental incidents and implement corrective actions.
- (g) Compliance with all applicable legal and statutory requirements as a minimum standard.

- 3.2 Galileo will foster a culture in which;

- (a) Everyone is aware of their obligations in respect of the law and their role.
- (b) Everyone is accountable for the environmental outcomes of their actions.
- (c) Communication, consultation and active participation results in effective hazard management.

(d) Leaders are seen to provide best practice environmental leadership.

**4. Review of the Policy**

4.1 This Policy will be reviewed annually by the Board.

# **GALILEO MINING LTD ACN 104 114 132**

## **COMMUNITY POLICY**

### **1. Introduction**

- 1.1 Galileo Mining Ltd ACN 104 114 132 (“**Galileo**” or the “**Company**”) aspires to create enduring value for our communities within which we work and operate and limiting our negative impacts, whilst both achieving operational excellence and fulfilling our corporate social responsibilities.

### **2. Application**

This Community Policy (**Policy**) applies to our people; a group we take to include all employees, directors, officers, contractors and consultants of Galileo Mining and its subsidiaries (**Personnel**).

Our Personnel have a reciprocal duty to ensure that they take responsibility for their own actions and work both individually and as a team to fulfill the requirements of this Policy.

Complete and consistent implementation of this Policy is required across all Galileo Mining operations.

### **3. Policy**

- 3.1 Galileo is committed to:

- (a) Open and transparent communication.
- (b) Understanding and respecting the needs and aspirations of local people.
- (c) Acting in a responsible manner at all times.
- (d) Conducting heritage surveys with the appropriate indigenous groups and knowledge holders.
- (e) Protecting indigenous sites of cultural or spiritual significance.
- (f) Identifying commercial opportunities for local businesses and opportunities to employ from our local community.
- (g) Provision of training and information to enable Personnel to work in a responsible and respectful manner.
- (h) Complying with all applicable legal and statutory requirements as a minimum standard.

- 3.2 Galileo will foster a culture in which;

- (a) Everyone is aware of their obligations in respect of the law and their role.
- (b) Everyone is accountable for the outcomes of their actions.
- (c) Communication, consultation and active participation results in effective stakeholder engagement.

(d) Leaders are seen to provide leadership in stakeholder engagement.

**4. Review of the Policy**

4.1 This Policy will be reviewed annually by the Board.

# GALILEO MINING LTD ACN 104 114 132

## WORK HEALTH & SAFETY POLICY

### 1. Introduction

Galileo Mining Ltd ACN 104 114 132 (“**Galileo**” or the “**Company**”) is committed to minimising the harm potentially caused by workplace hazards whilst achieving both operational excellence and fulfilling our corporate social responsibilities.

### 2. Application

This Work Health and Safety Policy (**Policy**) applies to our people; a group we take to include all employees, directors, officers, contractors and consultants of Galileo Mining and its subsidiaries (**Personnel**).

Our Personnel have a reciprocal duty to ensure that they take responsibility for their own actions and work both individually and as a team to fulfill the requirements of this Policy.

Complete and consistent implementation of this Policy and its supporting standards and procedures are required across all Galileo Mining operations.

### 3. Policy

3.1 Galileo is committed to leadership in work, health and safety through the use of responsible and reliable Health and Safety Management Systems to maintain and enhance performance, including:

- (a) Selection of Personnel who demonstrate a high-level of awareness and tangible commitment to excellence in health and safety performance.
- (b) Promotion of respectful dialogue between Personnel to enhance the shared ownership of health and safety performance outcomes.
- (c) Implementation and maintenance of a robust Health and Safety Management System that identifies, assesses and effectively controls the health and safety hazards and risks to the Company’s Personnel and the community.
- (d) Provision of training and information to enable Personnel to work in a safe and responsible manner.
- (e) Report and investigate all safety incidents and implement corrective actions.
- (f) Compliance with all applicable legal and statutory requirements as a minimum standard.
- (g) Supervision of Personnel to ensure work activities comply with the Safety Management System.
- (h) Compliance with the Company’s Harassment, Bullying, and Anti-Discrimination Policy.

3.2 Galileo will foster a culture in which;

- (a) Everyone is aware of their obligations in respect of the law and their role.



- (b) Everyone is accountable for their own safety and the safety of those around them.
- (c) Communication, consultation and active participation results in effective hazard management.
- (d) Leaders are seen to provide best practice safety leadership.

#### **4. Review of the Policy**

- 4.1 This Policy will be reviewed annually by the Board.

# **GALILEO MINING LTD**

## **ACN 104 114 132**

### **HARASSMENT, BULLYING, ANTI - DISCRIMINATION & COERCION POLICY**

#### **1. Introduction**

- 1.1 Galileo ACN 104 114 132 (“**Galileo**” or the “**Company**”) is committed to providing a workplace free of all forms of harassment, bullying, discrimination and coercion.
- 1.2 The Company is committed to meeting its legislative obligations relating to harassment, bullying, discrimination and coercion and will take all reasonable and practicable steps to provide and maintain a working environment free from these behaviours.
- 1.3 It is an employee’s right to be treated with dignity and respect, and it is an employee’s responsibility to treat others the same way.
- 1.4 The Company’s reputation is built on our values (Refer Galileo’s “Statement of Values”), the professionalism of our employees and our collective commitment to acting with integrity, accountability, and transparency at all times.

#### **2. Scope**

- 2.1 This Harassment, Bullying, Discrimination and Coercion Policy (“**Policy**”) applies to all Galileo’s activities and working locations, and all the people involved in those activities. The Policy covers all directors, employees, contractors, and visitors.
- 2.2 Harassment, bullying, discrimination and coercion undertaken by anyone acting on behalf of, or for Galileo is strictly prohibited.

#### **3. Harassment**

##### **3.1 What is harassment**

- (a) Harassment is unwelcome behaviour which:
  - (i) offends, humiliates, or intimidates another person; or
  - (ii) is likely to offend, humiliate or intimidate another person.
- (b) The fact that no offence is intended by the behaviour does not mean that harassment has not occurred. If the behaviour has the effect of being offensive, humiliating or intimidating, that is usually enough.
- (c) Harassment may occur as a single act, a series of incidents, or persistent innuendos or threats. It can take many forms, be silent or loud, subtle, or openly hostile, and it may be private or public.

##### **3.2 Examples of harassment**

The following examples may constitute harassment in the workplace:

- (a) gossiping about a person;
- (b) making, circulating or displaying jokes containing inappropriate or offensive content;

- (c) intrusive enquiries into another person's personal life, including the person's religion, family or private matters;
- (d) constantly monitoring what someone else is doing, giving negative criticism or "nitpicking";
- (e) excessive swearing in the workplace;
- (f) openly displaying pictures, posters, graffiti or written materials which might be offensive to some; and
- (g) communications via phone, SMS, email or social media which are threatening, abusive or offensive to others.

## **4. Sexual Harassment**

### **4.1 What is sexual harassment?**

Sexual harassment occurs when a person makes an unwelcome sexual advance, an unwelcome request for sexual favours or engages in any other unwelcome conduct of a sexual nature in relation to another person.

### **4.2 Examples of sexual harassment**

- (a) Sexual harassment may take various forms, such as:
  - (i) sexual advances and requests for sexual favours;
  - (ii) inappropriate physical contact or unnecessary familiarity;
  - (iii) offensive comments on physical appearance, dress or private life;
  - (iv) lewd jokes;
  - (v) public display of pornography in the workplace, including on the internet by email, or on mobile phones;
  - (vi) wolf whistling;
  - (vii) unsolicited physical contact, such as patting or pinching;
  - (viii) public display of nudity; and
  - (ix) sexual violence, indecent or sexual assault.
- (b) Some of the above may also amount to a criminal offence.
- (c) Sexual harassment can relate to a misuse of power to create an unequal working relationship.
- (d) This policy is not about prohibiting friendships at work or genuine consenting relationships.

## **5. Bullying**

### **5.1 What is bullying?**

- (a) Workplace bullying is a form of harassment. It includes repeated, unreasonable behaviour that demeans, intimidates, victimises, threatens, or humiliates people, either as individuals or as a group.
- (b) Bullying may also involve a risk to the work, health, and safety of employees.

## 5.2 Examples of bullying

Workplace bullying includes, but is not limited to, behaviour such as:

- (a) verbal abuse, threats, sarcasm or other forms of demeaning or intimidating language or communication;
- (b) psychological harassment;
- (c) physical intimidation;
- (d) putting employees through initiation rituals;
- (e) deliberate change of work duties for the purpose of victimisation;
- (f) sabotage of another person's work;
- (g) placing unreasonable work demands on people;
- (h) ridiculing another's opinion;
- (i) exclusion from work activities of which the person would reasonably expect to be a part; and
- (j) threatening to take unjustified action against a person unless that person complies with unreasonable requests.

## 5.3 What bullying does not include

Bullying does not cover situations where an employee feels aggrieved about legitimate and reasonable:

- (a) performance management processes;
- (b) disciplinary action in line with company policy; and allocation of work in compliance with systems and role requirements.

## **6. Discrimination**

### **6.1 What is discrimination**

- (a) Discrimination occurs when a person is treated less favourably than another person as a result of that person's individual characteristics, or because that person belongs to a particular group.
- (b) Discrimination on the basis of the following characteristics is unlawful:
  - (i) race (including colour, nationality, religion, ethnic or ethno-religious origin);
  - (ii) sex (including marital status, pregnancy or potential pregnancy, breastfeeding);
  - (iii) sexuality (including sexual preference, transgender status or homosexuality);
  - (iv) disability (including physical, psychiatric or intellectual disabilities);
  - (v) age;
  - (vi) illness or injury;
  - (vii) parental status or responsibilities as a carer; or
  - (viii) membership or non-membership of a union.
- (c) No employee is permitted to engage in discriminatory conduct in relation to treatment of other employees, contractors, and visitors, (including members of the public).

## **7. Coercion or Inducement**

### **7.1 What is coercion or inducement**

- (a) Coercion or inducement is any action intended to intimidate, force or cause a person to exercise, or not exercise, a health and safety power, function or role.
- (b) No employee is permitted to engage in acts of coercion or inducement, including organising, or threatening to organise or take such action.

There is an exception for emergencies. This allows the Managing Director, Exploration Manager, senior site personnel, or an emergency worker to give reasonable directions in an emergency without it amounting to unlawful coercion or inducement.

If a person has engaged in coercion or inducement it can lead to criminal or civil action. In criminal action, a person convicted or found guilty of coercion or inducement can face a penalty. In civil action, the relevant court or tribunal can issue an injunction (to make a person stop an action or to take certain action) or any other order it considers appropriate (including a declaratory order).

## **8. What to do if you have a complaint**

- (a) Galileo aims to resolve all complaints of harassment, bullying, discrimination and coercion which may arise at the workplace. The Company can only do this if employees tell the Company about their experience of such incidents.
- (b) Galileo aims to treat all such complaints seriously, quickly and as confidentially as is reasonably possible.
- (c) If you think you are being harassed, bullied, discriminated or coerced against, you should not ignore the conduct, hoping it will go away. If you can, you should speak to the person responsible for the conduct and ask that person to stop.

If you do not feel that you can do this, or it doesn't work, you should immediately report the incident to your manager, or if the manager is the perpetrator of the complaint then report the incident to the Managing Director or the Company Secretary.

- (d) The Managing Director or Company Secretary may be contacted at any time to discuss any complaint or enquiry, general advice or to discuss any issue.
- (e) The Managing Director or Company Secretary may also investigate complaints. Depending on what you want, and on the nature of the complaint, it might be appropriate for the Company to make a formal determination about what has happened, and to make a decision about what the consequences should be.

## **9. Responsibility**

- 9.1 All Galileo directors, officers and employees are expected to read, understand and adhere to this Policy.
- 9.2 Galileo takes all reported concerns seriously and where appropriate will investigate reports of harassment, bullying, discrimination or coercion in any way connected to Galileo or a related entity.
- 9.3 All employees have a responsibility and are encouraged to prevent and help detect harassment, bullying, discrimination or coercion. Employees are encouraged to raise any concerns through established reporting channels (outlined in Item 7 above) about any behaviour that violates this Policy.

## **10. Breach of this Policy**

- 10.1 Any breach of this Policy will be taken seriously and relevant and appropriate counselling and or disciplinary action, up to and including summary dismissal, will be taken against anyone found to have breached the Policy.

## **11. General**

- 11.1 This Policy will be made available to Company directors, employees, contractors and visitors by making it accessible from the company website at [www.galileomining.com.au](http://www.galileomining.com.au).

**12. Review of the policy**

This Policy will be reviewed annually by the Board.

**GALILEO MINING LTD**  
**(ACN 104 114 132)**  
**("COMPANY")**

**INTERNET, EMAIL AND COMPUTER USE POLICY**

**1. Introduction**

This policy sets out the standards of behaviour expected of persons using the Company's computer facilities. This policy applies to but is not limited to mobile phones, tablets, desktop computers, laptop computers, other handheld electronic devices and any other means of accessing the Company's email, internet and computer facilities to the extent that such use may damage the Company's business interests and employment relationships.

**2. Definitions in this policy:**

**"Confidential information"** includes but is not limited to trade secrets of the Company; non-public information about the business and affairs of the Company such as: pricing information such as internal cost and pricing rates, production scheduling software, special supply information; marketing or strategy plans; exclusive supply agreements or arrangements; commercial and business plans; commission structures; contractual arrangements with third parties; tender policies and arrangements; financial information and data; sales and training materials; technical data; schematics; proposals and intentions; designs; policies and procedures documents; concepts not reduced to material form; information which is personal information for the purposes of privacy law; and all other information obtained from the Company or obtained in the course of working or providing services to the Company that is by its nature confidential.

**"Computer surveillance"** means surveillance by means of software or other equipment that monitors or records information input or output, or other use, of the Company's computer network (including, but not limited to, the sending and receipt of emails and the accessing of websites).

**"Computer network"** includes all the Company's internet, email and computer facilities which are used by users, inside and outside working hours, in the workplace of the Company (or a related corporation of the Company) or at any other place while performing work for the Company (or a related corporation of the Company). It includes, but is not limited to mobile phones, tablets, desktop computers, laptop computers, other handheld electronic devices and any other means of accessing the Company's email, internet and computer facilities.

**"Intellectual property"** means all forms of intellectual property rights throughout the world including copyright, patent, design, trade mark, trade name, and all confidential information and including know-how and trade secrets.

**"Person"** includes any natural person, company, partnership, association, trust, business, or other organisation or entity of any description and a person's legal personal representative(s), successors, assigns or substitutes.

**3. Use of internet, email and computers**

Where use is allowed, users are expected to use the Company computer network for legitimate business purposes.



Users are permitted to use the Company's computer network for limited and reasonable personal use. However, any such personal use must not impact upon the user's work performance or the Company resources or violate this policy or any other Company policy.

A user must not use the Company's computer network for personal use if that use interferes with the efficient business operations of the Company or relates to a personal business of the user.

The Company gives no warranty or assurance about the confidentiality or privacy of any personal information disclosed by any user in the course of using the computer network for the user's personal purposes.

The Company reserves the right to prevent access to any websites that it considers is not appropriate to use during hours. These sites are at the discretion of the Company.

#### **4. Requirements for use**

Users must comply with the following rules when using the Company's computer network.

- (a) Users must use their own username/login code and/or password when accessing the computer network.
- (b) Users in possession of the Company's electronic equipment must at all times handle the equipment in a responsible manner and ensure that the equipment is kept secure.
- (c) Users should protect their username/login code and password information at all times and not divulge such information to any other person, unless it is necessary to do so for legitimate business reasons.
- (d) Users should ensure that when not in use or unattended, the Computer System is set to automatically time out or shut down.
- (e) A disclaimer is automatically included in all the Company emails, and must not be removed.
- (f) If a user receives an email, which the user suspects is not from a valid email and may contain a virus, the user should not open the email or attachment to the email and should immediately contact the IT Coordinator for assistance.

Many emails are unsolicited spam and phishing related, so you should always maintain zero trust of emails, especially where they have no relation to any actions you have taken or initiated.

Red flags for a suspicious email include but are not limited to : email address not Microsoft domain, primitive colours and layout and fonts, title does not match etc.

- (g) If a user receives an email the content of which (including an image, text, materials or software) is in breach of this policy, the user should immediately delete the email and report the matter to the IT Coordinator. The user must not forward the email to any other person except when requested to do so by the Managing Director.

## 5. Prohibited conduct

Users must not send (or cause to be sent), upload, download, use, retrieve, or access any email or material on the Company's computer network that:

- (a) is obscene, offensive or inappropriate. This includes text, images, sound or any other material, sent either in an email or in an attachment to an email, or through a link to a site (URL). For example, material of a sexual nature, indecent or pornographic material;
- (b) causes (or could cause) insult, offence, intimidation or humiliation;
- (c) may be defamatory or could adversely impact the image or reputation of the Company. A defamatory message or material is a message or material that is insulting or lowers the reputation of a person or group of people;
- (d) is illegal, unlawful or inappropriate;
- (e) affects the performance of, or causes damage to the Company's Computer Network in any way; and
- (f) gives the impression of or is representing, giving opinions or making statements on behalf of the Company without the express authority of the Company. Further, users must not transmit or send the Company's documents or emails (in any format) to any external parties or organisations unless expressly authorised to do so.

Users must not use the Company's computer network:

- (g) to violate copyright or other intellectual property rights. Computer software that is protected by copyright is not to be copied from, or into, or by using the Company's computing facilities, except as permitted by law or by contract with the owner of the copyright;
- (h) in a manner contrary to the Company's privacy policy;
- (i) to create any legal or contractual obligations on behalf of the Company unless expressly authorised by the Company;
- (j) to disclose any confidential information of the Company or any customer, client or supplier of the Company's unless expressly authorised by the Company;
- (k) to install software or run unknown or unapproved programs on the Company's computer network. Under no circumstances should users modify the software or hardware environments on the Company's computer network without consulting the Company's IT Manager;
- (l) to gain unauthorised access (hacking) into any other computer within the Company or outside the Company, or attempt to deprive other users of access to or use of any the Company's computer network;
- (m) to send or cause to be sent chain or SPAM emails in any format; and
- (n) to use the Company's computer facilities for personal gain. For example, running a personal business.

Users must not use another user's computer network facilities (including passwords and usernames/login codes) for any reason without the express permission of the user or the Company.

## **6. Details on blocking email or internet access**

### **6.1 Blocking**

The Company reserves the right to prevent (or cause to be prevented) the delivery of an email sent to or from a user, or access to an internet website by a user, if the content of the email or the internet website is considered:

- (a) obscene, offensive or inappropriate. This includes text, images, sound or any other material, sent either in an e-mail message or in an attachment to a message, or through a link to an internet website (URL). For example, material of a sexual nature, indecent or pornographic material;
- (b) causes or may cause insult, offence, intimidation or humiliation;
- (c) defamatory or may incur liability or adversely impacts on the image or reputation of the Company. A defamatory message or material is a message or material that is insulting or lowers the reputation of a person or a group of people;
- (d) illegal, unlawful or inappropriate;
- (e) to have the potential to affect the performance of, or cause damage to or overload the Company's computer network, or internal or external communications in any way;
- (f) to give the impression of or is representing, giving opinions or making statements on behalf of the Company without the express authority of the Company.

### **6.2 Prevented delivery notice**

In the case that an email is prevented from being delivered to or from a user, the user will receive a prevented delivery notice. The notice will inform the user that the delivery of the email has been prevented. The notice will not be given if delivery is prevented in the belief that:

- (a) the email was considered to be SPAM, or contain potentially malicious software; or
- (b) the content of the email (or any attachment) would or might have resulted in an unauthorised interference with, damage to or operation of any program run or data stored on any of the Company's equipment; or
- (c) the email (or any attachment) would be regarded by a reasonable person as being, in all the circumstances, menacing, harassing or offensive.

The Company is not required to give a prevented delivery notice for any email messages sent by a user if the Company is not aware (and could not reasonably be expected to be aware) of the identity of the user who sent the e-mail or is not aware that the e-mail was sent by the user.

## **7. Type of surveillance in the Company's workplace**

On a continuous and on-going basis during the period of this policy, the Company may carry out computer surveillance of any user at such times of the Company's choosing and without further notice to any user.

Computer surveillance occurs in relation to:

- (a) storage volumes;
- (b) internet sites — every web site visited may be recorded including the time of access, volume downloaded and the duration of access;
- (c) download volumes;
- (d) suspected malicious code or viruses;
- (e) emails — the content of all emails received, sent and stored on the computer network (this also includes emails deleted from the Inbox); and
- (f) computer hard drives — the Company may access any hard drive on the computer network.

The Company retains logs, backups and archives of computing activities, which it may audit. Such records are the property of the Company, are subject to State and Federal laws and may be used as evidence in legal proceedings, or in workplace investigations into suspected misconduct.

## **8. What will the computer surveillance records be used for?**

The Company may use and disclose the computer surveillance records where that use or disclosure is:

- (a) for a purpose related to the employment of any employee or related to the Company's business activities; or
- (b) use or disclosure to a law enforcement agency in connection with an offence; or
- (c) use or disclosure in connection with legal proceedings; or
- (d) use or disclosure reasonably believed to be necessary to avert an imminent threat of serious violence to any person or substantial damage to property.

For example, use or disclosure of computer surveillance records may occur in circumstances of assault, suspected assault, theft or suspected theft of the Company's property (or that of a related corporation of the Company) or damage to the Company's equipment or facilities (or that of a related corporation of the Company).

## **9. Warning**

Apart from the potentially damaging effects a blog may have on the Company, inappropriate blogs on internal or external sites can also have adverse consequences for a user in terms of future career prospects, as the material remains widely and permanently accessible to other site users.

## **10. Enforcement**

Users must comply with the requirements of this policy. Any breach of this policy may result in disciplinary action, which may include termination of employment (or, for persons other than employees, the termination or non-renewal of contractual arrangements).

Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension or disconnection of access to all or part of the Company's computer network whether permanently or on a temporary basis.