

CLOSE PERSONAL RELATIONSHIPS AT WORK - OUR APPROACH AND CHARTER

Purpose

We recognise that close and extended family members may be employed in Mastermyne and that employees who work together may form personal friendships and, in some cases, Close Personal Relationships.

The purpose of this Charter is to clarify the expectation that Close Personal Relationships be declared to Mastermyne so that appropriate steps may be taken to manage workplace effectiveness and harmony, any reputational risk and possible, perceived or actual, conflicts of interest.

Scope

All Mastermyne Directors, Senior Executives and employees, whether permanent, temporary or casual are required to act in accordance with this Charter.

A Close Personal Relationship goes beyond the bounds of a friendly or strong working relationship and can include but is not limited to:

1. Relationships with family members, including: siblings; husband or wife, domestic partners; children; grandchildren; relatives by marriage (e.g. parents in-laws, brother in law, sister in law); parents; step-parents; grandparents; cousins; nieces; and nephews;
2. Consensual intimate relationships that do not constitute domestic partnerships or marriage;
3. Relationships where one person is financially dependent on the other; and,
4. Relationships between Mastermyne employees and contractors, and the employees and contractors of Mastermyne clients, suppliers and contractors (especially where there is the possibility to influence decision making, impact individual or business performance, or gain personal benefit).

Action by the individuals

Both parties in a Close Personal Relationship should disclose (to their immediate manager and/or Human Resources) the existence of the Close Personal Relationship. The existence of the relationship will be treated in confidence by Mastermyne and only declared to others who have a legitimate need to know.

Immediate disclosure of a Close Personal Relationship to Mastermyne is important so that appropriate steps may be taken to manage any potential for, or perception of, disruption to workplace effectiveness or harmony or conflict of interest (including the possibility that a decision may be biased or prejudiced in favour of or against a person with whom there is a close personal relationship).

Action by Mastermyne

Mastermyne does not discriminate in employment against suitably qualified relatives and friends, however the recruitment of relatives and Close Personal Relations is only acceptable when a recruitment process is conducted consistent with relevant company procedures and this Charter.

In the interests of fairness and to avoid issues of favouritism or any potential conflict of interest, no employee may initiate or participate, directly or indirectly, in decisions involving a direct benefit to a 'Close Personal Relationship'. Direct benefits include, but are not limited to: hiring; wages, salary and remuneration and adjustments; promotion and work assignments. The general principal to guide behaviour is that it is unethical and undesirable for Close Personal Relationships to conflict with the company Codes of Conduct or intrude on, or be perceived to intrude on, or influence, workplace harmony, practices and decisions.

Mastermyne has in place, and will from time to time review policies, procedures, systems and other governance arrangements to provide reasonable assurance that no undue advantage or disadvantage occurs because of the existence of a Close Personal Relationship. An objective of the company's governance arrangements is to ensure that the Mastermyne business is always conducted ethically, professionally and with integrity.



Tony Caruso

Managing Director