

Attachment 4 – Key Policies and Procedures

AGN Licence Application



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1. Introduction

This attachment contains information on key policies and procedures developed and implemented by Australian Gas Networks Limited (AGN).

This attachment has been developed in support of AGN's application to the Essential Services Commission of South Australia (the Commission) for a licence to distribute Liquefied Natural Gas (LPG). More specifically, this attachment provides a copy of key AGN policy and procedures.

This information is provided in support of the following responses in the licence application:

- *Section 3.2: Standard of Honesty and Integrity shown by Officers and Major Shareholders of Applicant* – see Sections 2 to 6 of this attachment;
- *Section 3.12: Risk Management* – see Section 5 of this attachment; and
- *Section 3.18: Compliance Plans* – see Section 3 of this attachment.

Policies provided in this document are the:

- Code of conduct and ethics;
- Compliance policy;
- Environment policy;
- Risk management policy; and
- Work health and safety policy;

These policies are also available on our website:

<https://www.australiangasnetworks.com.au/our-business/about-us/work-with-us/code-of-conduct-and-ethics>.

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2. Code of Conduct and Ethics

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*Policy No 4***CODE OF CONDUCT AND ETHICS****Objective**

Australian Gas Networks' (AGN) Code of Conduct and Ethics is a framework of guiding principles for employees to ensure compliance with all legal and ethical standards in business related matters.

The Code is to be read in conjunction with the Company's other corporate policies.

Values

AGN's Values of "Respect", "Trust", "Perform" and "One Team" are important considerations in the application of this Policy.

We recognise that our success will be impacted by the manner in which the Company applies the following standards which are intimately linked to our Values:

- Acting with integrity and in good faith;
- Complying with all legal and prudential requirements, in both the letter and spirit of the law;
- Avoiding conflicts of interest; and
- Avoiding conduct likely to discredit the Company.

AGN recognises the responsibilities it has to its shareholders and business partners, the communities it serves, and its employees and contractors. In conducting its business, AGN will respond appropriately to the following interests:

Employees and contractors

- Provide a safe workplace and insist on safe work practices;
- Provide challenging roles which encourage skills and career development and job satisfaction;
- Recognise individuality, avoid discrimination and promote teamwork;
- Encourage respect for colleagues;
- Encourage innovation;
- Provide constructive feedback on individual and team performance; and
- Align responsibility, authority and rewards.

AGN's Code of Conduct and Ethics specifically addresses critical areas that impact the ability of employees to fulfill their roles. These criteria include, but are not limited to, the following matters:

Shareholders and business partners

- Manage the Company to protect and enhance shareholder value;
- Communicate effectively with our shareholders and business partners;
- Develop sound and mutually beneficial relationships with business partners; and
- Act in an ethical manner.

Community

- Pay due attention to the impact of the Company's operations on the communities it serves;
- Act in a manner that protects the environment; and
- Provide a safe, reliable and high quality natural gas distribution service.

Principles

Employees are required to:

- Perform their duties with diligence, skill and honesty, using any delegated authority in accordance with approved guidelines;
- Comply with all applicable laws and regulations;
- Abide by policies and procedures, instructions and lawful directions that relate to their employment and duties;
- Ensure that they take appropriate care to maximise workplace safety and to avoid adversely affecting the safety and health of others;
- Comply with AGN's Environmental Policy and perform their duties in a way that minimises environmental impacts;
- Not discriminate when dealing with others in the course of their employment and duties;
- Not harass, bully or intimidate any other person while at work or otherwise representing AGN;
- Treat other people they deal with in the course of their employment with due consideration and courtesy; and
- Retain accurate records required for audit, compliance and regulatory purposes.

Work Health and Safety

Employees must comply with AGN's Work Health and Safety Policy.

Employees must undertake safety training where required, avoid and prevent the misuse of safety and first aid equipment and report hazards, accidents, injuries and unsafe practices.

Conflict of interest

Any personal, financial or other interest which may represent an actual, potential or perceived conflict must be disclosed by the employee and discussed with their Manager, Company Secretary or the Chief Executive Officer (as applicable) to avoid a conflict of interest occurring.

A conflict of interest arises when a person has a direct or indirect interest in a matter in which he or she knows or believes that AGN has an interest. An indirect interest includes but is not restricted to:

- An interest of a member of the person's family;
- An interest of a corporate entity associated with the person or the person's family; and
- An interest in any other legal entity associated with the person or the person's family.

A conflict of interest may include any of the following or a combination of them:

- Actual – when the interest is known to exist;
- Potential – when the interests are believed to be under consideration or discussion; or
- Perceived – when the existence of the interests would cause adverse comment if publicised outside AGN, whether or not the conflict is actual or potential.

Use of information

Employees must not use or disclose information, including strategic business, commercial or personal information deemed confidential, obtained through their employment, to anyone other than in the proper conduct of their duties. If unsure, the matter should be discussed with their Manager, Company Secretary or the Chief Executive Officer (as applicable).

Information obtained at work should not be used to obtain financial reward or gain other benefit, or to take advantage of another person. All documentation stored electronically, or in any other form, is the property of AGN unless otherwise agreed.

Using AGN property, money, goods or services

AGN property, funds, facilities and/or services should be used efficiently, economically and for authorised purposes only, in accordance with any *Delegated Financial Authority*.

Documentation

Any documentation, improvement or idea (known as "intellectual property") connected with or related to the business of AGN developed by an employee during or as a result of their employment is, and remains the sole property of AGN (including the exclusive right to copyright, use, adapt, patent and or register such) unless otherwise agreed in writing by the Chief Executive Officer.

Such documentation, improvement or idea must not, without authorisation, be divulged or released to, or for use by, anyone not employed by AGN. Nor may it be divulged or released to any employee who has no need for such information other than in proper performance of their duties.

Use of official position

Employees must not use their position to seek or obtain any financial or other advantage for themselves, their family or any other person or organisation. Nor is an employee permitted to use their position to harass or disadvantage another person.

Making statements about official matters

Employees must not disclose information about AGN which is not public, or make public comment in respect of AGN, directly or indirectly, without the prior approval of the Company Secretary or Chief Executive Officer, other than where such public comments would fall within the responsibilities normally expected of a senior manager (e.g. Chief Financial Officer, Chief Operating Officer, Group Manager Regulation and Group Treasurer).

Use of Social Media

When using social media for business purposes employees must ensure that any information being transmitted is required as part of their role and is factual.

Under no circumstances should anything be published on social media that may damage the reputation of AGN, or cause distress, or embarrassment to fellow employees, as well as anything offensive or derogatory about our contractors, customers, service providers and peer organisations.

When using social media for personal communication, employees must not make reference to AGN, the Natural Gas brand, or the natural gas industry. This includes the posting of corporate photographs.

The use of social media during working hours is to be kept to a minimum and consistent with an employee's obligations to provide productive, paid services during employment hours, and must not distract other employees from performing their duties.

Giving and/or accepting gifts or other benefits

Employees are not permitted to give and/or accept gifts, entertainment or other benefits related to the performance of their duties with a value in excess of AUD\$250 (USD\$200) without the approval of their Manager, Company Secretary or Chief Executive Officer (as applicable). All offers of gifts, entertainment or other benefits with a value of more than AUD\$250 (USD\$200) must be promptly recorded in the Company's Gifts Register regardless of whether they are accepted or not.

Working for other organisations and/or conducting business

Working for another organisation during office hours is not permitted without the prior written permission of the Chief Executive Officer. Permission may be granted where the Chief Executive Officer is satisfied that the involvement will provide a benefit to the Company and/or enhance the employee's skills, and is not likely to lead directly or indirectly to a conflict of interest or to unsatisfactory performance.

An employee must not canvass or conduct non-AGN business, other than as described above, during office hours.

Equal opportunity and harassment

All employees must be familiar with AGN's Harassment and Discrimination Prevention Policy and be fully aware of the responsibility it places on them to respect the rights of individuals.

Drugs and alcohol

Employees must comply with AGN's Drug and Alcohol Guidelines, which form part of the Work Health and Safety Policy. Employees must not come to, or attend work, if they are under the influence of drugs or alcohol. They must not return to work, having represented AGN at a corporate function or attended a private function, if they are under the influence of drugs or alcohol. No drugs, of any kind, other than those required for medical reasons, should be brought into or consumed at the workplace. Employees are to declare to their Manager the use of medication that could pose a threat to other employees, visitors or property.

Environment

AGN is committed to sound environmental management. Employees and contractors must comply with all relevant environmental legislation and AGN's Environmental Policy.

Internal controls

AGN has established various financial and accounting control standards to ensure that assets are protected and properly used. Employees share the responsibility for maintaining and complying with the required internal controls and are to maintain accurate and reliable financial records and reports for this purpose.

Travel and entertainment

Travel and entertainment should be consistent with the needs of the business and comply with AGN's Travel Policy. It is the intent of AGN that employees neither lose nor gain financially as a result of business travel and entertainment.

Employees who approve travel and entertainment expenses are responsible for the propriety and reasonableness of expenditures. They must ensure that the costs have been prudently incurred, are consistent with normal work responsibilities and that expense reports are submitted promptly, and that receipts and explanations properly support reported expenses.

Employment after leaving AGN

An employee who leaves AGN must not use confidential information of or about AGN to the benefit of any future employer or business, nor to disadvantage AGN in commercial or other relationships.

Computer or internet use

Use or duplication of proprietary software, except as described in any software licence agreement, or conditions applying to its use, is an infringement of copyright law and is strictly prohibited.

The security of AGN's computer system and data is paramount. Deliberate or reckless security violations of corporate applications or the data network (as defined in the Computer and Internet Usage Guidelines and Social Media Policy) will constitute misconduct.

Access to, storing, distributing or downloading of pornographic or other offensive material is considered a serious breach of the Code of Conduct and Ethics, and the conditions of employment.

Breaches of this Code of Conduct and Ethics

Employees have a responsibility to observe this Code and the supporting Policies and Guidelines, and ensure that no breaches occur.

Any person who in good faith, makes a complaint or disclosure about an alleged breach of the Code of Conduct and Ethics and follows the reporting procedure, will not be disadvantaged or prejudiced in the making of that complaint or disclosure. Any report will be acted upon, and kept confidential.

A prompt investigation will take place by the Company Secretary, Chief Executive Officer, Chairman - Audit Committee or Chairman of the Board (as appropriate) to address the complaint or disclosure made and the complainant will be informed of the outcome.

Employees may at any time, discuss a matter or seek advice on how to proceed with a matter, with the Company Secretary or the Chief Executive Officer.

If an employee does not follow the principles outlined in this Code then they will be subject to disciplinary action and, depending on the seriousness of the breach, potential termination of employment.

Associated documents:

- Work Health and Safety Policy;
- Standing Authorities of Approval;
- Harassment and Discrimination Prevention Policy;
- Whistleblowing Policy;
- Fraud and Corruption Prevention Policy;
- Risk Management Policy;
- Drug and Alcohol Guidelines;
- Environmental Policy;
- Ring Fencing Policy and Procedures;
- Computer and Internet Usage Guidelines;
- Social Media Policy;
- Travel Policy; and

“Delegated Financial Authority” means the level of authority approved by the Board from time-to-time.

Application

Responsibility for the application of this policy rests with the Company Secretary.

Policy Review

The policy is to be reviewed at least annually. Any amendments are to be approved by the Board.

Reviewed: August 2016
Risk and Compliance Committee Endorsed: 17 August 2016
Board Approved: 7 September 2016

3. Compliance Policy

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*Policy No 15***COMPLIANCE POLICY****Objective**

Australian Gas Networks (AGN) is committed to complying with all laws, regulations, industry and internal codes of conduct that impact on the business, promoting a compliance culture, as well as upholding good corporate governance practices.

Policy Statement

AGN is committed to embedding compliance risk management (**Compliance Management**) practices within its broader Risk Management and governance frameworks, and integrating it into business processes and operations (including those activities outsourced to APA).

The Policy is consistent with our Code of Conduct and Ethics which represents and upholds AGN's commitment to integrity, fairness and ethical behaviour.

This Compliance Policy is based on the Australian Standard for Compliance Programs (AS 3806-2006).

Compliance Risk

AGN recognises that Compliance Risk is inherent in all operating environments. The Company is committed to managing such risks effectively and efficiently.

AGN is subject to a wide range of compliance obligations. This Policy is designed to achieve effective compliance with these obligations, which include:

- **Regulatory and Legal:** Commonwealth and State legislation, enforceable codes, guidelines and regulatory instruments, licences, permits and contractual obligations; and
- **Organisational:** AGN's internal policies and procedures, that reflect principles of good corporate governance considered consistent with community standards in relation to the operation and administration of our business.

Scope

This Policy applies to AGN, its Directors and employees. AGN will also seek to ensure that its major contractor, APA Networks complies with the intent of this policy.

Objectives

In support of AGN's commitment to compliance and meeting our core values, vision and strategic objectives, Compliance Management has a number of key objectives:

Policy No 15

- Promote a business-wide approach by integrating compliance management processes with:
 - Business strategy and decision making; and
 - Risk, audit and general governance functions to achieve a fully integrated Compliance Framework (managing financial and non-financial risks);
- Develop and foster a compliance culture within the business which means:
 - Proactive and accountable management of our Compliance Framework;
 - Ownership of compliance obligations and risks within the business through established formal reporting lines with clearly defined roles and responsibilities; and
 - Providing adequate resources to discharge our compliance management obligations;
- Identify and manage AGN's compliance obligations. This includes identifying relevant Compliance Risks, ranking the likelihood and consequences of potential compliance failures and allocating resources to address the risks of non-compliance;
- Ensure there is an appropriate level of awareness of our compliance obligations throughout the business;
- Enable the design and implementation of compliance controls that:
 - Are structured to achieve the stated objectives;
 - Provide appropriate assurance to Management and the Board; and
 - Are cost effective and appropriate.
- Recognise that timely and accurate monitoring, review, communication and reporting of Compliance Risks is critical to effectively mitigating and managing Compliance Risk.

*Responsibilities:**AGN Board*

The Board has ultimate responsibility for overseeing the performance of AGN, including effectively monitoring the business' compliance management objectives.

To assist it in discharging its compliance responsibilities the Board has established the Audit and Risk Committee.

AGN Risk and Compliance Committee

In accordance with its Charter, the Risk and Compliance Committee is responsible for maintaining and overseeing a sound system of internal controls based on the adoption by the Board of an effective approach to the identification, assessment, monitoring and management of risks that are critical to the fulfilment of AGN's business objectives.

The Committee is also required to:

- Review, and recommend to the Board, AGN's Compliance Policy and key measures for identifying, assessing, monitoring and managing compliance;

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- Regularly review and update AGN's Compliance Risk profile;
- Monitor the effectiveness of the Compliance Framework, including compliance performance by way of periodic management reports and assurances; and
- Review at least annually, AGN's implementation of the Risk Management Policy and the Compliance Policy and Compliance Framework.

Group Treasurer is responsible for:

- Promoting and facilitating effective risk and compliance management;
- Assisting the business to understand and manage risk and compliance, and facilitating the integration of processes for managing risk and compliance within the business;
- Reporting to the Risk and Compliance Committee on risk and compliance issues as appropriate;
- Supporting the business in identifying and implementing risk and compliance management improvement processes; and
- Maintaining and reviewing the Risk Management and Compliance Frameworks (including relevant policies and processes).

AGN's senior management team is responsible for:

- Promoting AGN's Compliance Framework and expectations for the management of compliance with employees and APA Networks;
- Providing appropriate resources to manage Compliance Risk;
- Escalating risks, issues and opportunities in accordance with the Compliance Program;
- The design and implementation of cost effective Compliance Risk management and internal control systems to manage Compliance Risk, encourage efficiencies and take advantage of opportunities;
- Monitoring and reporting of the effectiveness of compliance controls; and
- Monitoring compliance, investigating breaches, material incidents or risks, and recommending and/or approving improvement opportunities.

Employees

AGN's employees are responsible for adherence to AGN's compliance obligations. All breaches, material incidents or risks must be reported promptly and accurately to the Chief Financial Officer for referral to the Risk and Compliance Committee.

Policy No 15*Compliance Requirements**Compliance Awareness and Management*

AGN expects all employees (and employees of APA and other contractors) to fulfil their compliance obligations. Each area of the business is accountable for managing key Compliance Risks relating to their role and ensuring that employees understand and are aware of their compliance obligations.

Management Assurance

Management's accountability for compliance is reinforced by a twice-yearly requirement for senior executives to provide formal assurance to the AGN Board regarding the state of compliance within their areas of responsibility.

The Group Executive, APA Networks, is also required to provide a similar assurance, as it relates to the Operating and Management Agreements, to the AGN Board.

Non-Compliance with AGN's Compliance Obligations

AGN is committed to promoting a culture of identifying and managing Compliance Risk. It is critical that we protect the business from material loss or reputational damage that the risk of non-compliance evokes.

Under no circumstance is it acceptable for employees, or employees of our major contractor, APA, to knowingly and deliberately breach their organisation's compliance obligations, or to act unethically in the course of performing or advancing AGN's business.

Breach Reporting

AGN encourages the proactive reporting and remediation of compliance related complaints, breaches, incidents and issues. AGN recognises that breach reporting can provide useful feedback regarding compliance risk and management. If necessary, employees can utilise the provisions of the Company's Whistleblowing Policy to report breaches.

Periodic Review

The Chief Financial Officer is responsible for periodically reviewing the suitability and effectiveness of the Risk Management and Compliance Management Policies and reporting the findings and recommendations for improvement to the Risk and Compliance Committee.

Reviewing and Maintaining the Policy

This Policy is administered by the Chief Financial Officer. The Policy is to be reviewed annually. Changes to the Policy require Board approval.

Policy No 15*Glossary of Terms*

Compliance	In conformity with the AS 3806-2006 definition, compliance relates to adhering to the requirements of laws, industry and organisational standards and codes, principles of good governance and accepted community and ethical standards.
Compliance Framework	The structure which requires AGN to take responsibility for ensuring that compliance is embedded into the business. It also defines key roles, responsibilities and processes within AGN to ensure we manage our compliance obligations effectively and efficiently.
Compliance Risk	Refers to the risk of regulatory or legal penalties, material loss or reputational damage that AGN may suffer as a result of failure to comply with its compliance obligations.
Risk Management	The policies, processes and controls that are put in place to reduce the uncertainty of outcomes.
Breach	Is used interchangeably with the term 'Issue' and means an event found to be non-compliant with any regulatory or legal requirement, licence conditions or obligation, as well as organisational policies and procedures.
Incident	Is an event that is not a breach but has the potential to result in non-compliance.

Application

Responsibility for the application of this policy rests with Chief Financial Officer.

Policy Review

This policy is to be reviewed at least annually. Any amendments are to be approved by the Board.

Reviewed: February 2016

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4. Environment Policy

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*Policy No 7***ENVIRONMENT POLICY****Objective**

Australian Gas Networks is committed to managing its activities so as to minimise the impact of its operations on the environment. The Company will report its environmental performance openly and transparently.

Principles

AGN is the owner of natural gas distribution networks and transmission pipelines in Victoria, South Australia, Queensland, New South Wales and the Northern Territory.

The Company takes seriously its obligations to operate, maintain and expand its networks and pipelines with concern for the environment. In doing so we are committed to:

- Ensuring our employees and contractors clearly understand and support our policy, and have the training, skills and equipment to perform their roles with regard for the environment;
- Striving to achieve a standard of environmental management that complies with the spirit and letter of the law;
- Encouraging innovation to avoid or minimise the impact of installing and maintaining our distribution networks and transmission pipelines. In doing so we will learn from our own performance and from external developments;
- Seeking economic ways to reduce greenhouse gas emissions from our distribution networks;
- Ensuring the business is operated in compliance with Federal and State laws and industry standards;
- Continuing to seek ways to eliminate waste;
- Setting targets and measuring progress to ensure we continuously improve our performance;
- Ensuring that when assessing the performance of our contractors it includes compliance with this policy; and
- Communicating our performance to interested parties.

Application

Responsibility for the application of this policy rests with the Company Secretary.

Policy Review

This policy is to be reviewed at least annually. Any amendments are to be approved by the Board.

Reviewed: January 2016

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5. Risk Management Policy

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RISK MANAGEMENT POLICY

Objective

Australian Gas Networks' (AGN) risk management system aims to provide a consistent process for the recognition and management of risks across the business. The success of the system lies in the responsibility placed on all employees to actively identify, manage, review and report on risks relating to the areas of operation for which they are responsible.

Principles

The effective management of risk is central to the ongoing success of AGN.

The purpose of this policy is to ensure that:

- Appropriate systems are in place to identify, to the extent that is reasonably practical, all material risks that the Company faces in conducting its business;
- The financial impact of those risks is understood, and appropriate controls are in place to manage exposures to them within acceptable tolerances;
- Appropriate responsibilities are delegated to control the risks; and
- Any material changes to the Company's risk appetite are disclosed to its shareholders.

For the purpose of this policy, risk is defined as: "possible outcomes that could materially adversely impact on the Company's financial performance, assets, reputation, people or the environment".

Responsibilities under this Policy

The Board is responsible for:

- Reviewing and approving the risk appetite of the Company and the policies and systems implemented for the ongoing identification, measurement and control of those risks;
- Annual review of the Company's financial capacity to absorb those risks and approving appropriate exposures and limits; and
- Reviewing, with management, the systems and processes used to identify and manage risk.

The Board has delegated this activity to the Risk and Compliance Committee, and these accountabilities are identified in the Charter of that Committee. The Risk and Compliance Committee is required to keep the Board informed on the Company's compliance with the Risk Management Policy.

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The Chief Executive Officer is responsible for:

- Identification and control of risks, including operational and financial risk assessment of all significant investment decisions;
- Ensuring that appropriate systems and assessment procedures are in place for the identification, reporting and control of all material risks; and
- Ensuring that regular reports are presented to the Board and/or Risk and Compliance Committee on performance in relation to identification and management of risks.

The Group Treasurer is responsible for:

- Preparing and/or annual updating a formal 'Business Risk Assessment' for consideration by the Risk and Compliance Committee;
- Demonstrating through a program of internal audit and review that systems used to identify and control risk remain effective and are complied with; and
- Providing an effective system for sign-off at six-monthly intervals from senior management with specific delegated responsibilities under this policy.

The Chief Financial Officer is responsible for:

- The maintenance of an insurance program that covers all economically insurable risks; and
- Managing the production of the Group financial reports and the external audit/reviews of those reports in accordance with the Corporations Act 2001 and other relevant legislation.

The Company Secretary is responsible for:

- Disclosure of the Company's risk profile, or any material change to it, to its shareholders.

Senior Management is accountable for:

- The development, implementation, maintenance and review of appropriate systems and procedures for the identification, reporting and management of all material risks within their area of responsibility; and
- Ensuring that the systems of risk management and internal compliance and control within their area of responsibility are sound, and operate effectively in all material respects.

All other employees are responsible for:

- Taking all reasonable and practicable steps to ensure their responsibilities under this policy and the related systems and procedures are adhered to; and

Policy No. 10

- Contributing to the continued improvement of the Company's risk management capabilities by reporting through management any incidents that may result in unacceptable levels of risk or non-compliance within established procedures for measuring and reporting risks.

Financial Reports

When the Company's annual financial statements are being considered by the Audit Committee and the Board, the Chief Executive Officer and Chief Financial Officer are required to advise the Board in writing that:

- The financial reports are founded on a sound system of risk management and internal compliance and control, which implements the policies adopted by the Board; and
- The Company's risk management and internal compliance and control system, which underpins the integrity of the Company's financial reporting, is operating effectively in all material respects.

Application

Responsibility for the application of this policy rests with the Chief Financial Officer.

Policy Review

This policy is to be reviewed at least annually. Any amendments are to be approved by the Board.

Reviewed: February 2016

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6. Work Health and Safety Policy

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*Policy No 1***WORK HEALTH AND SAFETY POLICY****Objectives**

Australian Gas Networks (AGN) believes that all major incidents and injuries are preventable and is fully committed to achieving zero harm to its employees and contractors.

AGN also believes that attaining exceptional performance in health and safety is critical to the success and sustainability of the business.

Our Commitment

AGN is committed to keeping its employees and contractors ("workers" as defined under the Work Health and Safety Act) safe from injury and risks to their health, while working for the Company.

The health and safety of the Company's employees and contractors is of primary importance and must be addressed before commencing any activity.

AGN is also committed to the safe operation of the Company's networks and pipelines. We will strive to ensure appropriate health and safety standards are maintained at all times by those who work on our assets and provide other services to the Company.

Principles

AGN aims to provide an injury free workplace and will comply with all legal and prudential requirements to provide the following:

- A safe and healthy working environment;
- Safe systems of work;
- Equipment that is maintained in a safe condition;
- Materials that are stored appropriately;
- The necessary information, instruction, training and supervision to make sure that each employee and contractor is safe from injury and risks to their health;
- Effective ways of consulting with the workforce on work health and safety issues;
- Effective ways of reporting, recording and investigating injuries, work-related illness and 'near misses' in the workplace;
- Effective rehabilitation measures for employees and contractors who suffer work-related injuries and illness; and
- A safe environment for all visitors and guests.

AGN requires all employees and contractors to co-operate in the application of these objectives to assist in the prevention of injury to themselves and others.

*Policy No 1***Application**

Responsibility for the application of this policy rests with the Company Secretary.

Policy Review

This policy is to be reviewed at least annually. Any amendments are to be approved by the Board.

Reviewed: September 2016