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## **1. INTRODUCTION**

In addition to the terms of employment outlined in an employee's employment agreement, this document provides staff with general guidelines pertaining to their employment with the Company. This document and its contents are not exhaustive but rather indicate the norms and the spirit of the working environment at KCB.

As the Company continues to evolve in terms of size, structure, offices, etc. some conditions of employment may be revised to reflect the emerging business environment. The Company will, however, give appropriate notice of such changes in writing.

All employees should ensure they are familiar with these guidelines, so as to be more fully informed.

## **2. EMPLOYMENT AGREEMENT**

Employees must familiarise themselves with the terms of employment outlined in their employment agreement. Should there be any discrepancies between these guidelines and the employment agreement, the employment agreement will take precedence.

There is a presumption that the information given by the employee at the time of application is accurate. The Company reserves the right to seek documentary evidence of all claims made in any employment application (for example, verification of previous work references and educational qualifications).

## **3. WORK AUTHORISATION**

KCB employees are required to have appropriate work authorisations and be legally entitled to work in the Country they have been assigned to work in.

#### **4. RESPECTFUL WORKPLACE**

KCB is committed to maintaining a work environment free of harassment. Employees are expected to treat everyone in the work environment with dignity and respect thereby creating a positive and productive work place. Harassment, bullying or discrimination in any form will not be tolerated. All employees must complete the online Preventing Workplace Bullying, Harassment and Violence in the Workplace training within one week of joining KCB and should be familiar with KCB's Anti-Harassment, Bullying and Discrimination policy (available on our Policy and new employee Onboarding pages on Infodesk). For more information about KCB's Anti-Harassment Policy, please go to the Human Resources section of the Infodesk / Respectful Workplace.

#### **5. PERSONAL CONDUCT**

KCB's reputation in the business community depends on its employees maintaining the highest standards of business conduct. Within one week of joining the organization, employees must become familiar and comply with the Company Mission, Vision, and Values and also read and acknowledge our Code of Business Conduct and Ethics.

Ethical behaviour means honesty and fairness in dealing with other employees, customers, suppliers, competitors and the general public. Failure to act responsibly and ethically may have serious consequences in business dealings and may result in disciplinary measures with the possibility of dismissal. If you have any questions or concerns regarding acceptable personal conduct, please contact your Manager / Supervisor, your Business Unit Vice President or the Director of Human Resources or visit the Infodesk Policies and Procedures page to view our Code of Business Conduct and Ethics.

#### **6. INTEGRATED MANAGEMENT SYSTEM**

KCB's integrated management system consists of a quality management system (QMS), and health, safety and environment management system (HSE). Our integrated management system includes the Plan-Do-Check-Act cycle of continual improvement.

QMS is a how-to system for managing projects. It has been registered to the ISO 9001 standard since 1999.

HSE is a system for identifying and mitigating risks related to workplace hazards and for understanding and measuring our interaction with the environment. It has been registered to the OHSAS 18001 and ISO 14001 standards since June 2014.

Within three months of starting employment, all employees must complete QHSE training and be familiar with and use KCB's QHSE systems. These written procedures are available on Infodesk. Employees are required to submit a completed training log to confirm completion of specific QHSE training.

## **7. CONFLICT OF INTEREST**

During employment with KCB, employees should not engage in any other employment or activity that conflicts with or impairs obligations to KCB unless they have prior written approval from their Business Unit Vice President or KCB's President.

## **8. EMPLOYMENT EQUITY**

KCB will take all reasonable steps to prevent harassment, bullying and discrimination in the workplace.

It is the Company's policy to make decisions on recruitment, promotion, job assignment, training, salary and benefits on the basis of:

- qualifications required for a position,
- ability to carry out the duties of the position or other duties required by the Company,
- relevant experience, and
- demonstrated performance.

Company employment practices will be consistent with the State Anti-Discrimination Act 1991 for Brisbane employees and the Western Australian Equal Opportunity Act 1984 for Perth employees, which makes it illegal to discriminate in employment against anyone on the basis of sex, marital status, pregnancy, parental status, sexual preference, race, age, impairment, religion, political belief or activity, trade union activity, lawful sexual activity, association with a person who has any of these attributes. KCB regards harassment on any of the above grounds as a form of discrimination.

See KCB's [Anti-Harassment, Bullying and Discrimination Policy](#) available on Infodesk for more details.

## **9. CONFIDENTIALITY**

As a professional services firm, much of KCB's daily work is confidential. All KCB employees are expected, as a condition of employment, to respect and maintain this confidentiality.

Employees will not, directly or indirectly, at any time during or after their employment with KCB divulge to any person other than one of our employees, any confidential information owned or used by us. In the event of termination of employment, you will promptly deliver to us all confidential information and all written or physical material relating to the confidential information that is then in their possession or under their control. This includes proposals which the employee prepared directly or contributed to as an author, and projects to which the employee contributed. This documentation is the property of KCB, not the individual.

Confidential information is defined as information relating to the business affairs, clients or trade secrets of KCB or, any information that is disclosed to you by KCB on a confidential basis or, any information that you might reasonably expect to be confidential in nature. Confidential information does not extend to information that is available in the public domain.

The Company reserves the right to take appropriate action to recover its property whenever and wherever it is thought necessary.

The Company further reserves the right to take legal action for damages against any individual leaving KCB against whom there is evidence of disclosure of any confidential trade or other working information or data of the Company.

#### **10. HOURS OF WORK**

Flexible hours of work may be available provided that the needs of our clients and our company are met. The core office hours are between 9 am and 3 pm Monday through Friday and it is expected that employees will start no later than 9 am and finish their day no earlier than 3 pm. Employees should refer to their employment agreements to verify their total daily/weekly required hours of work. The Vice President, Australasia must approve arrangements for flexible working hours in advance.

Unpaid lunch breaks will be either 30 minutes or one hour duration and will normally be taken between 12:00 noon and 2:00 pm.

The office is normally closed on Saturdays, Sundays and public holidays. KCB closes the office from Christmas Day to New Year's Day inclusively. For days that are not paid public holidays during this closure period, employees are to use available annual leave, banked overtime, leave of absence without pay or a combination of any of these in order to cover the remaining days over the closure period. Arrangements may be made with the Vice President, Australasia to work during that period if there are project commitments that must be met. KCB will make every reasonable effort to advise staff of the plans for closure well in advance of the upcoming Christmas season.

#### **11. TIME SHEETS**

As KCB's payroll system is driven by the BST Time Tracking system, it is imperative that time sheets be submitted on time. Time sheets are also required to be completed weekly to promptly allocate costs and project revenues.

Employee time sheets must be entered into our electronic time tracking system, BST, and signed by 12:00 noon every Friday. Managers should have time sheets approved by 2:00 p.m. on Friday.

## **12. CHANGE OF ADDRESS**

Staff must notify Human Resources of any change in residential address or contact details.

## **13. SMOKING**

The Australian Government has banned smoking in the workplace. KCB supports a safe and healthy workplace and has designated Company workplaces as non-smoking.

## **14. PERSONAL PROPERTY**

KCB accepts no responsibility for employees' personal property. All employees should maintain a record of serial numbers and photographs of valuable items brought to work.

Compulsory Third Party Insurance (CTP) is mandatory when registering a vehicle in Australia. Employees using personally owned vehicles on Company business are responsible for providing adequate insurance. Types of coverage (e.g. business use) should be discussed with an insurance agent. Employees are required to insure their vehicle for collision, comprehensive and compulsory third party insurance in the State or Territory of Australia in which the vehicle is registered.

## **15. PROFESSIONAL DUES**

The Company encourages professionals to register with their relevant professional association. The Company will pay entrance examination fees, where these are required and with prior approval, upon successful completion of the examination. Paid time off will be granted to attend or write examinations with the supervisor's approval.

Employees are expected to pay dues for membership of an Australian professional association. In instances where the Company requires the employee to register with a professional association in another country, KCB will pay the dues.

## **16. EMPLOYEE DEVELOPMENT**

KCB encourages its employees to attend seminars, conferences and workshops to upgrade their qualifications, skills and abilities. The Company will provide financial assistance to attend such courses after the first year of employment and subject to management approval and available budget.

The Company also encourages participation in professional associations and community activities. Employees who participate as members of executive committees of professional or community organisations will be eligible for assistance, subject to prior management approval.

## **17. SALARY REVIEWS**

Salary reviews will take place annually on or about the last quarter of the fiscal year.

## **18. PAYMENT OF SALARY**

### **18.1 Pay Periods**

Salaries are paid on a fortnightly basis 26 times a year. The pay-period ending date is one week before the pay date. Payments are made by direct deposit into a bank account of the employee's choice.

### **18.2 Overtime**

The employee's immediate supervisor must approve all overtime in advance. Employees may elect to take overtime as extra pay or as banked time. Approved overtime is managed in accordance with the legislation for each State.

A maximum of eight hours per day may be charged for travel. Overtime is not applicable to travel over eight hours per day.

### **18.3 Payment for Overtime**

Employees have the option of either banking overtime or being paid for overtime.

If employees choose to bank time all overtime hours will be recorded on the employee's payroll advice record. Banked time can be taken in cash or in time off work.

To have accrued banked time paid out, payment will be on a regular payday. Employees should make a written request to the Payroll Department one week in advance of the scheduled payday.

Employees can also make a written request to the Payroll Department to contribute banked time to their superannuation fund.

### **18.4 Field Rates**

An employee's pay rate may be adjusted on field assignments. Such adjustments are dependent on specific conditions of the project and are set on a project-by-project basis.

## **19. EXPENSES**

### **19.1 Expense Claims**

All employees are required to submit their expense claims using Concur Expense Solutions ("Concur"), an online, cloud based expense reporting system for claiming all project and overhead expenses. Employee expense claims must be submitted regularly. Where expenses are recoverable from clients, employees should prepare expense claims with receipts on a weekly basis. Information relating to the Concur expense system can be found on the Infodesk.

The Company may reject expense claims submitted 45 days or more after the expense is incurred.

Employees must reimburse the Company for any advances. Reimbursement may be either by submitting an expense claim that covers the amount owing; by submitting a cheque made payable to the Company or by requesting a payroll deduction for the amount owing. Personal debts are the responsibility of the employee.

## **20. PERSONAL DEBTS**

Personal debts are the responsibility of the employee.

Except for compliance with legal requirements, such as a Family Court order or other legal instruction or action by a government agency or statutory representative, it is not the practice of the Company to institute assignments of salary.

## **21. LEAVE ENTITLEMENTS**

The provisions of the Queensland Industrial Relations 1999 Act and the Industrial Relations Act (WA) 1979, and determinations set out employee entitlements for annual leave, sick leave, long service leave, maternity leave, family leave, parental leave, carer's leave and compassionate leave. All leave is calculated at ordinary time rates.

### **21.1 Annual Leave**

The minimum annual leave entitlement for all Australian employees for each completed year of employment is 4 weeks paid annual leave. Leave loading applies only to employees covered by awards or local enterprise agreements and the application of leave loading is dictated by the terms of the award or agreement.

Employees are encouraged to take their annual leave. Employees are required to have minimum annual leave of 2 weeks per year.

Overdraw of annual vacation is not permitted unless prior written approval is obtained from the office Manager. Any approved overdrawn balances will be deducted from the employee's pay upon termination of their employment.

Banked time can also be used for annual leave purposes.

### **21.2 Approval Procedure**

Employees are requested to submit their annual leave preference at the beginning of each calendar year.

The Company will endeavor to accommodate these requests; however, approval of leave is contingent upon workload and adequate backup and delivery of services to clients.

The group Manager approves leave.

### **21.3 Withdrawal of Pay for Leave**

To withdraw pay for leave, employees must submit a timesheet showing the hours of leave for which employees will be paid on a normal pay day.

Employees will need to make a written request to the Payroll Department if they require a lump sum payment, which will be paid on a normal pay day in addition to pay. Alternatively employees may request in writing to transfer payment for banked leave to their superannuation fund.

### **21.4 Public Holidays Australia 2015**

Employees are entitled to paid public holidays where they would ordinarily be required to work on a day on which a public holiday falls. State or national public holidays will be observed.

Holiday	Queensland	Western Australia
<b>New Year's Day</b>	January 1, 2015	January 1, 2015
<b>Australia Day</b>	January 26, 2015	January 26, 2015
<b>Labour Day</b>		March 2, 2015
<b>Good Friday</b>	April 3, 2015	April 3, 2015

<b>Easter Monday</b>	April 6, 2015	April 6, 2015
<b>ANZAC Day</b>	April 25, 2015	April 27, 2015 (replacement day)
<b>Western Australia Day</b>		June 1, 2015
<b>Queen's Birthday</b>	June 8, 2015	
<b>Royal Queensland Show Day</b>	August 12, 2015	
<b>Queen's Birthday</b>		September 28, 2015
<b>Labour Day</b>	October 5, 2015	
<b>Christmas Day</b>	December 25, 2015	December 25, 2015
<b>Boxing Day</b>	December 28, 2015 (replacement day)	December 28, 2015 (replacement day)

Show holidays in regions throughout Queensland and WA in relation to annual agricultural, horticultural or industrial shows are also public holidays.

Special holidays appointed for special events or commemorative days in certain districts throughout various States are known as 'bank' holidays and are not recognised public holidays.

### **21.5 Sick Leave**

Employees are entitled up to ten days paid sick leave per year, accruing at the rate of 3.08 hrs for every 2 weeks service. Where an employee is sick and is likely to be absent from work for a period of two days or more a medical certificate must be supplied to the supervisor.

In all cases where an employee is unlikely to attend work as a result of sickness, or non-work related injury, they must inform their supervisor by telephone or email on the first day of absence.

Employees are expected to take all medical, dental, optometrist and other health related appointments from their accumulated sick leave. Sick leave is not intended to be used to extend

holidays or for personal business. Unused sick time will not be paid out in a lump sum under any circumstances.

Unused sick time will be carried forward to the maximum amount prescribed by a state award or local enterprise agreement or to a maximum of 8 weeks for employees not covered by an award or local enterprise agreement.

### **21.6 Long Service Leave**

Long service leave accrues on the basis of 8.6667 weeks leave after 10 years' service and thereafter on a pro-rata basis for each 5 years of continuous completed service. To take long service leave, an employee must seek leave approvals as per vacation requirements.

Where an employee resigns, long service leave will be paid out on a pro rata basis as part of the termination payment in accordance with State legislation and Australian Taxation Office guidelines for eligible termination payments (ETP).

### **21.7 Family Leave**

Family leave includes parental leave, carer's leave and bereavement leave that employees can use to balance their work and family responsibilities. Employee entitlements are outlined in specific State Industrial Relations Acts.

### **21.8 Jury Duty**

In the event that an employee is served with a notice for jury duty by a Court or to appear as a witness, the Company will continue to pay regular salary, provided the employee returns to the Company any payment received from the Court.

The employee must give the Company proof of attendance, the days and the amounts paid for each jury service.

Salary will not be paid in the event of Court attendance as a plaintiff or defendant, except when the employee is attending in the capacity of a Company employee.

### **21.9 Other**

At the discretion of management, leave of absence may be granted for reasons other than those outlined above.

## **22. UNPLANNED ABSENCES FROM WORK**

KCB must be fully and adequately staffed in order to fulfil its client and project commitments. The attendance of all employees is critical to the effectiveness of each business unit. It is, therefore, very important to be at work, on time, every day.

### a) Notification of Absence or Tardiness

Any employee who expects to be absent or late for work must notify their manager / supervisor, preferably before or within one hour of their usual start time. Should the absence be expected to last more than one day, the manager / supervisor should be informed to ensure plans are made for adequate coverage and a check-in plan established.

### b) Unauthorised Leave

If an employee is absent from work for up to three consecutive days without notifying his or her manager/supervisor, that employee will be subject to disciplinary action. If an absence continues for longer than three consecutive days without notification, KCB will assume that the employee has voluntarily severed the employment relationship with KCB.

## **23. BENEFITS**

### **23.1 Mandatory Superannuation**

The Company will contribute, under the superannuation guarantee requirements, the statutory 9.5% minimum contribution of the employee's eligible earnings to the superannuation fund of the employees choice.

The employee is responsible for obtaining relevant advice on the costs and benefits of independent superannuation funds.

Within one month of commencing employment, the employee must advise the Company of their chosen superannuation fund, as recognised by the Australian Taxation Office, and provide the Company with account details to enable electronic transfer of contributions.

The Company will:

- Pay contributions to a complying superannuation provider at least every quarter.
- Report details of the contributions to the employee in writing at least every quarter.
- Keep a record of all contributions made.
- Keep a record of when, what and how they reported contributions to their employees.

These reporting requirements will enable employees to keep track of superannuation contributions made on their behalf. Employees can verify details on the written advices they receive from KCB by contacting their superannuation fund.

Employees are responsible for obtaining advice on the taxation implications for superannuation from their superannuation fund or an independent financial advisor.

Employees should inform themselves about Reasonable Benefit Limits (RBL) which is the maximum amount of retirement and termination employee benefits that individuals can receive at concessional (reduced) tax rates.

### **23.2 Additional Superannuation Funds**

In addition, KCB will contribute the amount equivalent to an additional 5.5% of the employee base salary to a fund of the employer's choice, Aon Master Trust.

### **23.3 Life Insurance Benefit**

Under the Aon Master Trust superannuation fund chosen by the employer, eligible KCB employees in Australia will be entitled to an insured benefit equivalent to the amount of 4 times their total compensation (base plus employer superannuation contributions) in the event of the employees death.

### **23.4 Group Salary Continuance**

KCB employees will be eligible for a Salary Continuance benefits that provides for 75% of salary to be paid to employees up to age 65 in the event they become disabled and unable to work. There is a 30 day waiting period for this benefit and coverage is only provided upon acceptance by the insurer, Tower Australia Limited, who will require medical evidence to support the claim.

## **24. HEALTH, SAFETY AND ENVIRONMENT**

KCB is committed to safety in all aspects of professional practice. It is our policy to provide a safe working environment for our employees and to encourage a safe attitude in the workplace. However, commitment to safety is a mutual obligation and all KCB employees working at KCB's offices, laboratories, and project sites are responsible for their own health and safety. Every employee is required to follow safe work procedures, to observe compliance with regulations pertaining to his/her work, and to assist in monitoring and development of safe and healthful working conditions. Every employee in the field is required to review potential safety hazards at the start of each work shift.

As such, employees must familiarise themselves with the general Health Safety and Environment (QHSE) information available on the [Infodesk Health and Safety](#) section.

### **24.1 Drug and Alcohol Testing**

Throughout the course of their employment with KCB, many employees will be required to undergo Drug and Alcohol (D&A) testing related to specific client assignments. Passing these tests is a prerequisite for assignment on many of our client projects in the mining, oil sands and

oil and gas sectors around the world. Employees who are not able to successfully pass D&A tests may find their options for project assignments severely compromised.

#### **24.2 Distractions While Driving**

KCB employees are prohibited from using cell phones, wireless or electronic devices (including hands free apparatus) while operating a vehicle on company business. Employees should be aware of specific legislation regarding the use of electronic devices and other distractions while operating private vehicles. In all regions, for their own safety and the safety of others, employees should eliminate any distractions while operating a vehicle outside of business use.

### **25. DISMISSAL, TERMINATION AND REDUNDANCY**

The Company will follow the laws set out in the Fair Work Act 2009, with respect to notice requirements in the case dismissal, termination and redundancy.

At time of termination, KCB will pay out any wages, unused annual leave and/or banked time owing up to the final day of work.

### **26. RESIGNATION**

Employees must comply with their responsibilities regarding notice of resignation in accordance with the Fair Work Act 2009. Employees will advise their supervisor in writing of their intention to resign.

Employees will not inform any existing or potential client of KCB of their intention to resign or make any statement that may cause the client to learn of their intention to resign without having first informed and discussed the intention with KCB.

Employees will not make any statements or perform any act intending to advance the interest of any existing or prospective competitor of KCB or behave in any way that may injure KCB's relationship with any existing or potential clients.

## 27. RETURN OF COMPANY PROPERTY

On termination of employment, all Company or Company agents' property must be returned to the company. KCB property includes but may not be limited to:

- original or copies of letters, reports or memos;
- documents;
- technical reference books, other Company library books;
- computer software programs;
- drawings, sketches and maps;
- keys and/or building access cards; and
- any other KCB or its clients or agents' property.

## 28. INFORMATION TECHNOLOGY

KCB's IT Group has a number of [Guidelines and Policies](#) related to network security, email usage and content, equipment purchases and software licensing. Employees are responsible for understanding and adhering to the Company's IT policies which are available on the IT & Tech Support section of Infodesk. If you need help or have any questions related to company sanctioned software contact the [helpdesk@klohn.com](mailto:helpdesk@klohn.com).

## 29. COMMUNICATIONS

### 29.1 Interoffice Messages

Broadcast e-mails of a personal nature should not be sent out. Questions regarding appropriate messages for release to all KCB employees should be directed to the Director of Human Resources or the Director of IT prior to sending. Employees who wish to advertise items for sale may post the information in the *Klohn Cooler* section of the Infodesk or on the lunchroom and coffee station bulletin board.

## **29.2 Insider Information**

Although KCB is not a publicly traded company, employees are reminded that, from time-to-time, they may be made aware of information regarding KCB client's, financial or project activities. Employees must preserve confidentiality with respect to KCB activities and those of its clients, vendors, etc. Specific information regarding this is addressed in KBC's Code of Business Conduct and Ethics.

## **29.3 News Releases**

Employees will be alerted to particularly high-profile news releases through the News postings section on the Infodesk home page or via interoffice e-mail. This information is also available on KCB's website, [www.klohn.com](http://www.klohn.com).

## **29.4 Media Calls**

KCB's policy is not to release or provide any project information to the media without the client's expressed consent. Unsolicited calls from the media should be directed to the President's office.

## **29.5 Corporate Identity**

Standards and specifications have been developed for KCB's company logo and name. For more information, visit the Marketing page on the Infodesk.

## **29.6 Emergency Event Communication**

To provide employees with information on emergency events that cause disruption to or impact the normal running of our organization we have created the tools and resources which employees will learn about during their company orientation. The emergency events referred to in this document pertain to:

- Office closures or limited access due to disruptive man-made or weather related events,
- Office evacuations, and

- Significant events related to safety, wellness and security incidents on our premises and / or at client sites.

*Klohn Crippen Berger reserves the right to modify these guidelines at any time and will notify employees of any significant changes in advance.*

Version	Date	Comments	Drafted By	Reviewed By	Approved By
V.2015	03-05-2015	Annual Revisions	S. Batchelor	T. Telfer	S. Batchelor / L. Murray

***This document should be treated as a confidential internal document not available for distribution without permission.***