

Our Life Preserving Principles

Steltech is committed to the achievement of the goal of zero harm.

➤ Critical to this is the regular reinforcement of policies, standards and procedures and constant demonstration of safe work behaviour throughout the workforce.

Steltech has high expectations of employees and contractors. Unsafe behaviour and deliberate breaches of rules will not be tolerated.

Any person (employee or contractor) who deliberately or negligently acts in a manner that is likely to cause serious harm to themselves or others is liable for dismissal or removal from site at the first offence.



Brad Stark
GM Steltech

September 2021



Cardinal Rules

We will care for all people on the Plant, including ourselves by:

- *Not deliberately endangering the lives of anybody, including ourselves*
- *Not knowingly allowing anyone to work in a life-threatening environment*
- *Providing and following identified critical safe work procedures*
- *Only operating equipment when competent and authorised to do so*
- *Not consuming alcohol or possessing, supplying or consuming illicit drugs on the Site*

And because we respect each other and the business we will:

- *Not deliberately breach our environmental licence*
- *Not physically abuse or verbally threaten anyone with violence*
- *Not have any unauthorised firearms or other weapons on site*
- *Not steal or deliberately damage Company property or that which belongs to other employees or visitors on the Site, or defraud the Company*

Code of Conduct

➤ Steltech's Code of Conduct has a clear intent of correcting unacceptable employee behaviour. However all employees need to be aware of the consequences of unacceptable actions constituting misconduct.

An employee is liable to be disciplined or dismissed for any of the following offences;

Incident

- Abandonment of employment
- Absenteeism, lateness or poor timekeeping (persistent)
- Assault/fighting at work
- Breach of confidentiality/unauthorised disclosure of confidential information
- Discrimination (unlawful)
- Dishonesty/unlawful activities
- Disobedience/insubordination/refusal of lawful instruction
- Drunkenness/intoxication/being under influence of drugs
- False claims, declarations or reports
- Gambling (unauthorised, for personal gain)
- Harassment (including sexual harassment)
- Intimidation (physical or verbal)
- Negligence
- Offensive, insulting or illegal behaviour
- Possession sale/supply of alcohol, drugs
- Sleeping at work/deliberate avoidance of duties
- Smoking in prohibited areas
- Tampering with time sheets
- Theft/unauthorised possession of property
- Unsafe practices/breach of safety rules
- Unsatisfactory performance (persistent)
- Vandalising, intentionally damaging or misusing NZ Steel property
- Breaches of any other Steltech Company or plant rules

Note: This list may not be all-inclusive.

Disciplinary action for misconduct will follow breaches of Policy by employees using computers or phones to access, store, view or forward inappropriate or offensive material. It is also not acceptable to seek or gain unauthorised access to computers or files.

References: Steltech Employee Relations Code of Conduct

I have seen and understand the "Cardinal Rules" and "Code of Conduct"

NAME:

SIGNATURE:

DATE:

Please return to Steltech Operations Superintendent

