

General Safety and Security Policy Statement

Abduction / Kidnapping

Aluminium Gold Engineering does not pay ransom or provide goods under duress, but will use all other appropriate means to secure the release of the hostage. It will intervene in every reasonable way with governmental, non-governmental and international organizations to secure the rapid and safe release of Aluminium Gold Engineering Limited staff.

The kidnapped person should have one goal...survival. It is vital to obey the captor's instructions and not attempt escape. Under the unfortunate event of the kidnapping of an Aluminium Gold Engineering Limited member of staff, Aluminium Gold Engineering Limited shall work closely with all relevant government bodies and law enforcement authorities to secure the release of the member of staff. Aluminium Gold Engineering Limited also will provide all possible support to the hostage's family members.

Alcohol

Unauthorized use, possession, sale or distribution of alcohol while on assignment for Aluminium Gold Engineering Limited is prohibited. Being under the influence of alcohol while working for Aluminium Gold Engineering is also prohibited. Additional restrictions may be imposed when working in certain areas.

Armed guards and escorts

In some situations it may be necessary to employ guards around residences and offices. Although situations vary, in most cases it is preferable to use an established security firm rather than the local police or military. The use of armed escorts, Personal Security Detail (PSD) including police or military may also be used in certain regions of our operation while transiting to our client sites, residence, airports, or other places whilst on assignment.

Local Laws

Aluminium Gold Engineering staff should obey local laws at all times. As much as possible, staff should avoid transacting business or carrying on personal relationships with those suspected of violating local laws. Doing so can negatively affect the reputation of Aluminium Gold Engineering in the local area and increase the risk for Aluminium Gold Engineering staff.

Personal Conduct

Aluminium Gold Engineering Limited staff must not engage in conduct that interferes with operations, discredits Aluminium Gold Engineering Limited or is offensive to co-workers, clients, or visitors.

Aluminium Gold Engineering Limited staff must avoid conduct that may lead to their becoming a victim of a security incident. Personnel should avoid lack of sleep, poor stress management and drug or alcohol abuse since they can impair judgment and the ability to react appropriately in a potential safety or security incident.

Substance Abuse

The use, presence, sale, distribution, manufacture or possession of illegal drugs or controlled substances while on Aluminium Gold Engineering Limited assignment, or on Aluminium Gold Engineering Limited business, is prohibited. In many countries, the possession or use of illegal substances, even in minute amounts, can result in immediate incarceration. The judicial system in many countries does not give the accused the right to post bail or communicate with anyone, and pre-trial detention may last for months. All prescription pharmaceuticals should be kept in their original containers with the patient's and doctor's names clearly identified.

Theft

No material possessions are worth risking the life of an Aluminium Gold Engineering staff member. When faced with a demand for Aluminium Gold Engineering property, such as a vehicle or computer equipment, do not resist.

Transportation vehicle accidents is a leading cause of fatalities, and seat belts front and rear, if available, will be worn at all times by all Aluminium Gold Engineering staff. All passengers should comply with the Country Office transportation safety guidelines for their area.



Signed:

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Managing Director

Aluminium Gold Engineering Limited (01 February 2016)