

## EMPLOYMENT POLICY

We value and encourage a diverse workforce and provide a work environment in which everyone is treated fairly, with respect and can realise their full potential. While respecting different cultures, traditions and employment practices, we share common goals and a unifying set of beliefs and behavioural expectations in the “Base Way”. We require safe and effective working relationships at all levels within the organisation and we hold ourselves and each other to account for this.

We achieve this by:

- **Employing on the basis of job requirements and merit** without discriminating on the grounds of age, ethnic or social origin, gender, sexual orientation, politics or religion. We may make exceptions to favour local employment where local laws provide. We do not employ forced, bonded or child labour.
- **Ensuring our people are trained to work**, and then working, in safe, healthy and environmentally responsible ways. From this base, we facilitate all employees in developing to the extent of their abilities through regular performance conversations, the recognition of potential and the provision of development opportunities.
- **Requiring managers to be models of the highest standards of behaviour** and to demonstrate visible leadership. We treat each other and those we deal with externally with dignity, fairness and respect. We guard against harassment in the workplace and neither abuse nor misuse our positions or facilities for personal purposes. We respect our obligations to our colleagues and employer.
- **Maintaining codes of conduct and performance standards** that establish sound conditions of work and disciplinary procedures in compliance with all applicable laws and which uphold human rights principles. Remuneration and incentive systems are equitable and transparent. We recognise everyone’s right to choose whether or not they wish to be represented collectively. We adopt the ILO Code of Practice on HIV / AIDS.
- Establishing and developing integrated employment management systems that seek to elevate employee engagement within Base to a recognised competitive advantage.
- Including **demonstrating the “Base Way”** as a specific accountability in every role description.



**Tim Carstens**  
Managing Director



**Colin Bwye**  
Executive Director – Operations and Development

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