



Oyu Tolgoi LLC

People and Organization Department

HR-H7.1: Camp Standard and Code of Behaviour

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I General provision

1. Procedure number and title

1.1. This Procedure is known as *HR-H7.1: Camp Standard and Code of Behaviour*.

2. Purpose

2.1. This Procedure aims to ensure that all individuals who reside in or visit Oyu Tolgoi LLC (“Company”) camps to work at mine site, airport, camp and other facilities can do so in a safe, secure, clean, hygienic, and harmonious and enjoyable environment.

2.2. This Procedure provides a clear understanding of the standards and procedures that apply to all individuals who work, reside in or visit mine site, camps, airport and other facilities.

3. Application

3.1. This Procedure applies to any and all individuals working, staying, residing or accommodated at the Oyu Tolgoi mine site, airport and associated facilities, including Oyu Tolgoi employees (including interns), Contractor Company, contractor employees, consultants, guests and visitors.

4. Procedure language

4.1. This document has been prepared in Mongolian and English languages. In the event of any dispute or conflict related to its context, meaning or interpretation, the provisions of the Mongolian version shall prevail.

5. Commencement

5.1. This Procedure shall commence from 30th October, 2017.

6. Authority and Management

6.1. The procedure may be reviewed as necessary.

6.2. The General Manager, People and Organization is the custodian of this Procedure. Any requests for change to this Procedure must be addressed to this person and will be subjected to the appropriate review and approval process.

II Procedure

7. Complying with this Procedure

7.1. Compliance with the requirements of this procedure is an essential condition of access to and residence within the Oyu Tolgoi mine site (“Site”). All people seeking to enter or stay in will be provided the general information on this Procedure; Oyu Tolgoi employees (including interns), Contractor Company, contractor employees, consultants and visitors are obliged to follow this Procedure.

7.2. This Procedure must apply to all areas within the site including non-work areas and premises. This includes residents' sleeping area, surroundings of accommodations, mess hall, unoccupied places, places for recreation and social gathering, the Oyu Tolgoi airport, etc. It also applies to company supplied transport to and from site.

7.3. Any alleged or suspected breaches of this Procedure will be investigated by the relevant authorised personnel. In cases where breaches have been investigated and confirmed, depending on the severity of the breach appropriate disciplinary actions may be taken potentially resulting in termination of employment or removal of individual from site.

7.4. In cases of any contractor's employee has breached the procedure, Company will notify the contractor of the incident. In cases where the breaches have been investigated and confirmed depending on the severity of the breach the contractor may then arrange for the employee to be removed from site and/or may impose restrictions for further site entrance. The removal from site is the responsibility of the contractor company.

8. Standards of Behaviour

8.1. All individuals will be expected to observe standards of behaviour that are consistent with respectful, friendly and harmonious co-existence with other site residents and visitors.

9. Acceptable behavioural standards

9.1. A good guide to acceptable behaviour in general is to treat and behave towards others as you would like to be treated yourself. Acceptable behavioural standards include, but are not limited to, the following:

9.1.1. Behaving in a manner consistent with Oyu Tolgoi LLC's Mission, Vision, Values, "The Way We Work" as well as other applicable policies, procedures, rules and standards of Oyu Tolgoi LLC and relevant legislative and statutory requirements of Mongolia;

9.1.2. being polite and courteous in all interactions with other people;

9.1.3. respecting other people's personal space and privacy as well as their right to rest in a calm and undisturbed environment;

9.1.4. respecting others' taste in food, drink and clothing;

9.1.5. respecting others' culture and religion;

9.1.6. ensuring personal and collective hygiene;

9.1.7. following the dress code standard and use required PPE at workplace and dressing in consistent with safety and hygiene requirements at non-work areas.

10. Unacceptable behaviour

10.1. For the commission of any of the following offenses will be considered as serious disciplinary breaches and will result in termination of employment for the Company employees;

10.1.1. The behaviors resulting in injury or property damage;

10.1.2. Malicious and intentional damage of company property and/or to the natural environment. This shall include any intentional damage to Company facilities or to the natural environment regardless of whether such action or non-action constitutes an administrative breach or crime under the laws of Mongolia;

10.1.3. Using violence against others and violent physical abuse;

10.1.4. Any act or attempt to take other's property without permission, and carry away from work area and mine site (incl. airport);

10.1.5. Intentional discharging, shutting off, breaking or misusing of fire extinguishers, fire prevention systems or fire extinguishing units;

10.1.6. Enabling or assisting outsiders to enter or exit the Site without official permission or failing to report o such incidents;

10.1.7. Gambling of any kind;

10.1.8. Illegal activities of any kind;

10.1.9. Sexual harassment in any form. Sexual Harassment is any unwelcome or uninvited conduct of a sexual nature that a reasonable person in the position of the victim would find offensive, humiliating or intimidating. Sexual harassment may include, but is not limited to:

10.1.9.1. Demands or even subtle pressure for sexual favors or outings;

10.1.9.2. Uninvited physical contact such as leering, patting, pinching, touching or unnecessary familiarity;

10.1.9.3. Unwelcome requests/offers for sex;

10.1.9.4. Intrusive questions or insinuations about a person's private life;

10.1.9.5. Sexual comments, jokes or innuendos;

10.1.9.6. Name calling;

10.1.9.7. Display and/or distribution (including electronic transmission) of offensive material such as photographs, pinups, cartoons, graffiti, email attachments, flowcharts, calendars and etc.

10.1.10. Intoxication to any degree at any operational work area by any personnel. The "Drug and Alcohol Management standard" will be followed where intoxication is suspected.

10.1.11. All types of discrimination and harassment of others; involving in or encouraging others to discrimination and harassment of others;

10.2. For the commission of any of the following offences, depending on their severity, an employee may be subject to disciplinary actions including termination of employment.

10.2.1. In the event of a fire alarm, not participating in the evacuation and/or not evacuating from their accommodation/ger immediately to the Muster point;

10.2.2. Spitting, using of non-designated facilities for toilet purposes, urinating outside toilet facilities and utilising water or other containers for urination;

10.2.3. Threatening, menacing and aggressive words and actions against others, inappropriate and unwelcome touching;

10.2.4. Defamatory or derogatory behaviour toward any individual including the generation of rumour and innuendo;

10.2.5. Organizing unauthorised parties, meetings, rallies or other disturbances that affect operations, the safety and security of the camp, peaceful and secure residence, camp culture, personal rights and freedoms or the wellbeing of any person;

10.3. Other employees and Visitors may be removed from Site for demonstrating the offences mentioned in clauses 10.1 and 10.2 of this standard.

11. Arrival and departure

11.1. Airport and flights

11.1.1. Individuals travelling by air must present identification at check-in.

11.1.2. All passengers must comply with the safety requirements, rules and directions of flight crew and other airline and airport staff.

11.1.3. All baggage, including hand luggage, and all passengers will be subject to aviation security screening prior to boarding any flight. The security screening shall be conducted in accordance with the civil aviation rules effective in Mongolia. Screening will include the use of metal detectors, X-ray scanning and other screening apparatus. Body pat-down searches may also be conducted. Additional screening will be conducted on all passengers and luggage upon arrival at the Oyu Tolgoi airport.

11.1.4. If prohibited items/substances are found during the inspection the Security will be notified which will contact the relevant authorities as required.

11.1.5. Bus transport is provided between Oyu Tolgoi airport and Site.

11.2. Check-in

11.2.1. Only authorised residents and visitors are permitted to enter the Site. Individuals intending to stay for one or more nights must receive accommodation approval prior to arriving at the Site. All personnel traveling to the Site must complete the site induction before or immediately after entry.

11.2.2. All residents must check in with the Camp and Site Services Department upon arrival.

11.2.3. Visitors are required to produce photographic identification and there must be a host who will take responsibility to pick up and accompany with the visitor when entering the site. All visitors must wear the Visitors' Pass supplied by Oyu Tolgoi at all times whilst on the Site. Visitors must be accompanied with company's relevant representative at all times.

11.3. Check out

11.3.1. Employees and visitors shall read their ID badge or visitor's pass by a card scanner at check out when departing the Camp. Visitors must return Visitor's Pass and room/ger's key to Camp and Site Services Department. Camp and Site Services Department shall provide transport service to airport for departing employees and visitors and shall inform timetable in advance.

11.3.2. Employees who will be absent from the Site on recreational or short term leave must leave their room in a tidy manner. The door must be locked and the keys left with Camp and Site Services Department. All care will be taken for the safekeeping of personal items however Oyu Tolgoi will not be responsible for any loss or damage of personal items.

11.3.3. In the event that accommodation has been damaged by suspected misuse or negligence of the occupant, Company may delay the departure from Site of that person whilst an investigation is conducted. Where it is found that the damage was the result of negligence or misuse the individual concerned shall be required to compensate the company for the cost of rectifying the damage.

11.3.4. Employees who will be absent from Site for business reasons for a temporary period must provide a written notification (could be email, text message, etc.) indicating the purpose for the short term leave, returning time, destination and obtain a permission from direct supervisor.

11.3.5. Employees who will be temporarily absent from Site for personal reasons outside of business hours must provide a written notification (could be email, text message, etc.) for their direct supervisor indicating the reasons for leave, returning time and destination. Employees on this type of leave are responsible for their own wellbeing and health.

12. Site accommodation

12.1. Approval

12.1.1. Only authorised employees and visitors are permitted to live or stay overnight at Site. Visitors, guests and non-Oyu Tolgoi employees must receive accommodation approval prior to arriving to Site.

12.2. Allocation

12.2.1. General

12.2.1.1. All employees and visitors of the Site will be allocated Company accommodation for the extent of their stay. Accommodation will be allocated by Camp and Site Service Department. Accommodation allocations may change from time to time due to availability and business requirements.

12.2.1.2. For employees the type of accommodation allocated will usually be determined based on role band as outlined in the following table.

Housing assignment	Role band
1 Per Room/Per Private Bath	K Band or above
2 Per Room Shared Bath 2 Per Room Communal Ablution	L Band
3 Per Room Shared Bath/Communal Ablution 3 Per Per Communal Ablution	M Band
3 Per Room Shared Bath/Communal Bath 4 Per Per Communal Bath	N Band or below

12.2.1.3. For visitors and in cases where it is not possible to clearly identify an employee’s accommodation entitlement, the decision on their room allocation will be made at the discretion of Camp and Site Services Department.

12.2.2. Married couples

12.2.2.1. The Company provides a limited amount of shared accommodation for couples with valid marriage license. To access shared accommodation couples must lodge a request with Camp Services accompanied by a notarized copy of a valid marriage licence. Requests will be granted subject to availability. Where shared accommodation is not currently available married couples may be placed on a waiting list.

12.2.2.2. The company may require married couples to align their rosters before granting a request for shared accommodation in order to enable full utilisation of the rooms during roster breaks and absences.

12.2.2.3. Where a married couple in shared accommodation separate or become divorced they will be required to vacate the shared accommodation.

12.2.2.4. Detailed regulations are reflected in the Married Couple Accommodation Procedure.

12.2.3. Use of vacant accommodation

12.2.3.1. Where an employee or regular visitor to the Site who has been provided with a permanent room allocation is absent from site, Camp and Site Services Department may, at its discretion, allocate these rooms to accommodate temporary guests.

12.3. Residential supplies and services

12.3.1. All allocated accommodation will contain towels, a bed, mattress cover, pillow, pillowslip, a pair of sheets and a blanket. The room occupant will receive these items when the accommodation is allocated and shall note when supply items are incomplete to Camp Services

Department and they must be used in good condition and remain whenever accommodation is vacated.

12.3.2. Bed linen, towels, blankets and mattress covers will be changed by Camp Services Department. Accommodation will be cleaned according to the cleaning schedule established by Camp Services. Each room occupant is responsible for keeping their allocated accommodation clean between regular services. Cleaning substances or tools for cleaning room/ger are available by request to Camp Services Department. To assist room cleaning residents are asked to keep loose items and clothing stowed in a tidy manner.

12.3.3. Ablution blocks and public areas will be cleaned daily by the site cleaning staff. Shower, laundry and toilet facilities are to be left in a clean and sanitary condition after use by occupants.

12.3.4. Laundry services are provided but the service days may vary by location. Residents will be provided with a laundry bag marked with the room/ger number and a form to fill in. Based on the appropriately completed form, all clothes in the bag will be laundered and returned to room/ger.

12.4. Rest and sleep

12.4.1. The Site operates 24 hours a day 7 days a week. This requires some employees to work during the day and sleep at night and other employees to work at night and sleep during the day. Because of this all individuals have responsibility to be quiet and respectful of others right to sleep without disturbance 24 hours per day in the vicinity of residential quarters.

12.4.2. In particular residents should:

12.4.2.1. Maintain quiet at all times in the areas where personnel sleep;

12.4.2.2. Avoid banging doors, yelling or running in sleeping areas;

12.4.2.3. Keep televisions or music to a low volume;

12.4.2.4. Avoid gathering in sleeping areas for any other purpose than to sleep; hold entertainment, sporting and social activities and meetings in designated areas.

12.5. Safety and security in accommodation

12.5.1. Keys will be provided for accommodation. If keys are lost, the loss is to be immediately reported to the Camp and Site Services Department where a new key will be issued.

12.5.2. Employees and visitors are responsible for and must take proper care of their rooms and any contents. Personal belongings are not insured against loss or damage, therefore it is better that valuables and money are not to be left in rooms. The Company will not take any responsibility if personal valuables and belongings left in the room/ger are lost.

12.5.3. Employees and visitors are required to notify the Camp and Site Services Department if a maintenance work is required within accommodation and related common areas. If the problem represents an immediate safety or security hazard proper steps must be taken to secure

the hazard, without putting anyone at risk, and Camp and Site Services Department should be notified immediately. Maintenance and emergency telephone numbers can be found on the accommodation doors.

12.5.4. Furniture must not be added, removed or modified without prior approval by Camp Administration. The installation and/or use of private electrical appliances including hair dryers, portable heaters, TVs, radios or music equipment shall be subject to Camp and Site Services Department approval. Privately owned electrical equipment must meet the required electrical regulations.

12.5.5. At no time are male employees and visitors to be in or around female accommodation.

13. Recreation facilities

13.1. A range of recreation and social facilities and equipment are provided within the Site. The available hours and any rules for the use of facilities and equipment will be set and updated by the Company as required.

13.2. To minimise the risk of injury or damage to assets employees and visitors are asked to use due care when accessing facilities and equipment. In particular equipment should be used in accordance with the manufacturer's instructions and only for the purpose it was designed. Individuals must also ensure they wear appropriate clothing and footwear when accessing gym and recreation facilities. Work boots should never be worn inside the recreation facilities. Any damage to facilities or equipment must be immediately reported to Camp and Site Services Department.

13.3. Special events such as disco night, karaoke night, musical groups and plays may be arranged by the Camp and Site Services Department. Individuals or teams may arrange other entertainment and social events with the approval of the Camp and Site Services Department. Social activities must be considerate of the larger resident population. Activities that impact on the ability of other residents and visitors to sleep, rest or relax will not be permitted.

14. Catering and dining

14.1. Dining halls operate for employees within the Oyu Tolgoi Site. Use of the dining halls is restricted to employees and approved visitors. Non Oyu Tolgoi visitors or guests will be charged for each meal consumed in dining hall facilities.

14.2. The catering contractor will serve standard size meals that reflect general food tastes.

14.3. Site employees and visitors are assigned to a specific dining hall and to specific meal times according to work assignment and housing location. Personnel must request approval from Camp and Site Services Department to change their assigned dining location or times.

14.4. Dining hours will be strictly observed and meals will not be served outside these hours, unless specifically authorised for particular reasons such as emergency overtime or other extenuating circumstances.

14.5. Diners are required to swipe their ID card at their designated dining time to access the Dining Hall. People without a valid ID card will be refused entry.

14.6. All personnel using the dining hall shall be reasonably attired in clean, tidy and modest dress. To assist in the smooth running of the dining halls and kitchen, residents are encouraged to support the caterer's employees to carry out their duties. Diners shall avoid to cause any risk to own and other's health and safety when carrying hot meal and tea.

14.7. No item of crockery or cutlery or any food (with the exception of fruit) is to be removed from the dining hall.

14.8. Takeaways are provided for approved employees only. Where employees are unable to attend a dining hall for lunch due to work requirements, they must submit a 2 day advance notice to the kitchen and based on this request kitchen staff will provide takeaway lunches.

14.9. Meals or any perishable foodstuffs must not be stored in accommodation without dedicated food storage facilities.

15. Health and hygiene

15.1. Oyu Tolgoi is committed to ensuring the health of employees and visitors at the Site. To this end first aid kits have been placed in various locations and medical advice and services are available at the onsite SOS clinic.

15.2. All facilities, including washrooms, will be regularly cleaned and maintained in a hygienic state. Employees, guests and visitors should inform Camp and Site Services Department if they become aware of any unhygienic conditions.

15.3. The close proximity of employees, guests or visitors makes it essential that all people within the Site maintain a high standard of personal hygiene and be especially attentive to leaving the common areas clean for others. This includes washing hands after using bathrooms and covering mouth and nose when coughing or sneezing. Unhygienic practices or behaviours including spitting, the use of non-designated areas for toilet purposes, urinating outside toilet facilities and the use of water or other containers for the storage of urine are prohibited.

15.4. Any suspected or actual instances of infectious disease must be reported immediately to the SOS clinic.

15.5. Smoking at designated smoking areas only around the Site is permitted. Smoking is prohibited in all other locations including accommodation, social areas, offices, toilets and vehicles.

16. Safety and Security

16.1. General

16.1.1. It is a number one priority that levels of safety and security are maintained at the Site, so that employees and visitors feel safe and can exercise freedom of movement within the Site environment and authorised areas without concern and perform their duties in a safe manner.

16.2. Items prohibited at Site

16.2.1. Unauthorised possession of any of the following items within the site is prohibited. Breach of this requirement shall be considered as serious offense and shall lead to disciplinary action which may result in termination of employment and/or removal from mine site. The items include:

16.2.1.1. Knives, firearms or any other type of weapon and other type of items which may be used as weapon (including traditional weapons);

16.2.1.2. Explosives;

16.2.1.3. Fireworks, flares or smoke canisters;

16.2.1.4. Stunning devices (e.g. tasers);

16.2.1.5. Whip;

16.2.1.6. Personal protection sprays;

16.2.1.7. Pets and animals;

16.2.1.8. Dangerous chemical or biological substances of all kind;

16.2.1.9. Narcotics or other illegal drugs;

16.2.1.10. Pipes or other paraphernalia for the use of illegal drugs;

16.2.1.11. Alcohol, including *airag* and all kinds of distilled beverages;

16.2.1.12. Items that resemble prohibited items such as replica guns or hoax explosive devices;

16.2.2. Any sporting equipment must be registered with the Camp Administration and may be used only in designated areas (for example: archery and etc.).

16.2.3. To maintain hygiene and safety, following perishable food stuff is prohibited and will be confiscated to be disposed as appropriate:

16.2.3.1. Raw meat, meat and meat products need to be processed.

16.2.3.2. Raw egg, raw milk etc.

16.3. Driving

16.3.1. In order to ensure the safety of people living in and moving around the Site policies, procedures, rules and standards regarding driving and vehicles must be observed at all times (C3. Vehicles and driving safety standard). In particular:

16.3.1.1. All drivers must hold a valid Mongolian Drivers licence and site driving permit;

16.3.1.2. Drivers and passengers must wear seatbelts at all times;

16.3.1.3. Designated speed limits, signage and road rules for all roads and areas within the Site are to be strictly observed;

16.3.1.4. Vehicles are only to be parked in designated and marked areas;

16.3.1.5. Use of cell phone including talking, texting on the phone, as well as smoking, and other activities which distract attention and safety are strictly forbidden while driving.

16.3.2. In the event any breach of requirements mentioned in clause 16.3.1 occurs, for company employees appropriate disciplinary action will be taken; for other employees and visitors removal from site.

16.3.3. In the event of violation of the Law on Road Traffic Safety of Mongolia the Security department shall notify the relevant Government authorities.

16.4. Security

16.4.1. An official Company issued identification or Visitors' pass must be worn at all times while in any area of the Site.

16.4.2. This identification must also be produced to Safety and Site Security staff upon request. Site Security may refuse access to the Site or remove an individual from the Site if their identification or visitors pass is not worn or produced upon request.

16.4.3. CCTV and other forms of electronic monitoring are in continuous operation throughout the Site, vehicles and at the airport. Recordings and information gathered may be reviewed and used as evidence in disciplinary, safety and other investigations and provided to law enforcement and other government agencies if necessary or appropriate.

16.4.4. Targeted and random inspections of luggage, accommodation, offices, vehicles and work areas may be conducted by Camp and Site Services Department and security personnel at any time.

16.4.5. Company is entitled to conduct inspections in accommodations and gers for safety and security purposes to the extent permitted by applicable laws and regulations.

16.4.6. Inspections may be conducted in accommodations and gers for the following purposes:

16.4.6.1. To ensure safety of employees, contractors and visitors;

16.4.6.2. To prevent potential crime;

16.4.6.3. To prevent improper use of alcohol.

16.4.7. All inspection actions conducted at Site shall be in compliance with relevant legal and regulatory requirements and with respect to the human rights and privacy of the individual.

16.4.8. Any prohibited or stolen items will be confiscated; prohibited items may be destroyed, if the owner refused to take back. Inspection results and any confiscations will be recorded by Safety and Security departments, and reported to the individual's Department Leader and Human Resources Department. Any felonious acts or illegal items discovered during searches may be reported to the Police.

16.4.9. Individuals who refuse to cooperate with inspections will be removed from Site.

16.4.10. Any loss, damage or theft of personal or company property shall be reported to Security department immediately upon the discovery.

16.4.11. In the event that an individual or group are causing a disruption or disturbance within the Site, Emergency Control room should be notified immediately. Under no circumstances should employees or visitors approach individuals or groups that are aggressive, under the influence of alcohol or disrupting the peace of the camp.

16.5. Emergency

16.5.1. If an emergency situation is discovered employees and visitors are required to call the emergency control room on 9904 3333. The emergency control room operators work for 24 hours a day, receiving calls from employees at the site and camp as well as those in UB office in an emergency situation.

16.5.2. The control room is staffed 24 hours a day, 7 days a week. In the event of an emergency all personnel are to obey the instructions of fire wardens and emergency management personnel. Residents and visitors will take every precaution to guard against the possible outbreak of fire. For instance in the event of fire alarm, residents and visitors must evacuate to muster point.

16.5.3. All residents and visitors should avoid creating potential fire hazards including:

16.5.3.1. Ensure not smoking in non-designated areas, make sure cigarettes are fully extinguished and disposed into designated cans only. Take all possible measures to avoid creating potential fire hazards;

16.5.3.2. Not using naked flames;

16.5.3.3. Not using candles, oil lamps, juniper, incense sticks and other items that might cause fire;

16.5.3.4. Not overloading electrical plugs;

16.5.3.5. Not using additional electrical cooking appliances in rooms or gers other than provided by the Company.

16.5.4. In addition to the above no dangerous or flammable materials are to be stored in the room/ ger without prior approval from Camp and Site Services Department.

16.5.5. Intensive use of some humidifiers may trigger false fire alarm thus caution is recommended.

16.5.6. Fire fighting equipment is provided for the safety of employees and visitors. Fire fighting equipment is strategically placed in specific areas and must only be used for its intended purpose.

17. Contact details

17.1. Detailed information on camp services and other required contact details can be obtained from Camp service desk (95099575; ext# 6868).

18. Roles and responsibilities

18.1. Employees

18.1.1. It is an employee's responsibility to ensure they conduct themselves in a safe manner and does not disrupt the right of site residents to the peaceful enjoyment of their lives. Each person's responsibilities include, but are not limited to, the following:

18.1.1.1. Read and acknowledge to obey and follow this procedure;

18.1.1.2. behave in an acceptable manner that does not interfere with residents or operations;

18.1.1.3. comply with aviation and transport procedures including security screening;

18.1.1.4. check in upon arrival at site and check out at departure;

18.1.1.5. wear identification at all times;

18.1.1.6. complete all required inductions for site entry;

18.1.1.7. hold on handrails all the times when using ladder at site;

18.1.1.8. maintain rooms, gers and facilities in a neat and safe state;

18.1.1.9. males are not to be in or around the female accommodation areas;

18.1.1.10. comply with dining hall access times and attend meals in neat, safe and hygienic attire;

18.1.1.11. maintain a high standard of personal hygiene;

18.1.1.12. smoke only in designated areas;

18.1.1.13. do not bring prohibited items onto the site;

18.1.1.14. immediately report any loss, damage or theft of personal or company property and any security risks;

18.1.1.15. comply with the Alcohol and Drug Management Procedure; and

18.1.1.16. notify of any alleged or suspected breach or any situation in which this procedure may be breached.

18.2. Leaders

18.2.1. All leaders have a responsibility to ensure health, safety and wellbeing of all people under their supervision. Specific leader responsibilities include:

18.2.1.1. Conduct this Procedure briefings for all employees, teams, departments in his/her area of accountability to ensure effective implementation of this procedure;

18.2.1.2. Take prompt action to resolve, mitigate or escalate any health, safety or security risks;

18.2.1.3. Report immediately of any situation in which this Procedure may have been breached, including where other individuals may be in breach of the Procedure.

18.3. Contractors and other parties

18.3.1. All contractors and consultants have a responsibility for the health, safety and wellbeing of their own and all people under their control. Specific responsibilities include:

18.3.1.1. Conduct Camp Procedure briefings for all employees in his/her area of accountability before or immediately upon arrival in site and ensure effective implementation of this procedure;

III Appendices

19. Definitions

19.1. In this Procedure document the following outlines the key terms and their meanings:

19.1.1. **Employee** – all Company and contractor company employees (including interns) and contractors working, residing, staying for short-term or receiving services in site, airport and other relevant facilities and places of Oyu Tolgoi;

19.1.2. **Visitor** – a person working or attending Oyu Tolgoi site on a short term as per Oyu Tolgoi LLC's authorization or as per legal requirement;

19.1.3. **Camp** - residential quarters, dining hall, recreation halls, services, sport complexes and other open areas set aside for residents.

19.1.4. **Emergency situation**– is the situation where:

- There is an immediate threat to the life, health, property and to the natural environment;
- There is damage to the life, health, property and to the natural environment;
- There is potential damage to the life, health, property and to the natural environment.

19.1.5. **Mine Site** – All areas within Oyu Tolgoi mine site including camps, worksites, facilities, roads and other vacant spaces within mine site etc.

20. Mongolian laws and regulations

20.1. A review of following Mongolian laws and regulations that are relevant to this Procedure has been completed and the implications of these laws and regulations has been included into the document.

- Constitution of Mongolia, 1992
- Labour Code, 1999
- Law on Labor Safety and Hygiene, 2008
- Civil Code, 2002
- Law of Mongollia on Fire Safety, 1999
- Supreme Court Decree, explaining the some provisions of Labour Code, 33 of 2006.

21. Document information

File Name	HR-H7.01: Camp Standard and Code of Behaviour
Description	This Camp Standard and Code of Behaviour is established to ensure the safe, secure, harmonious and enjoyable camp habitation in or at the Oyu Tolgoi site and its camps.
Original Author(s)	Nicolas Saunders
Creation Date	27/10/2012

Revision history

Version	Date	Reviewed by	Revision notes
1	2012-12-06	Nicholas Saunders	Reviewed and updated as appropriate.
2	2017-10-30	L.Munkh-Orgil Nadia Sodnom	Reviewed and updated as appropriate.
3	2017-10-30	L.Munkh-Orgil Nadia Sodnom	Changed the procedure name and updated as appropriate.

Document approval

Date	Approver	Signature	Company seal
2017-10-30	<u>OT Policy Owner:</u> Micheal Gavin, General Manager People and Organization Department		
2017-10-30	<u>Procedure approved by:</u> Armando Torres, CEO, Oyu Tolgoi LLC		