

Khaanzaa Co. Ltd Employees Hand Book



KHAANZAA
ХААНЗАА

Employees Hand Book

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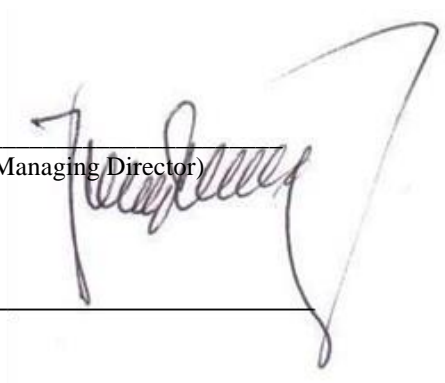
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REVISION HISTORY

ISSUE NO.	SECTION NO.	REVISION NO.	DATE ISSUED	STATUS	CHANGES MADE
2.1	Stake holder engagement policy	1			
2.1	Conflict interest policy	1	24.10.2015	APPROVED	Add policy
2.1	Entire book	1	30/6/2015	APPROVED	Organizational chart
2.1	Organizational Chart	1	8/8/2015	APPROVED	Change of the Organizational structure

This Khaanzaa employee book has approval of the Managing Director and is reviewed annually or shorter period (when necessary)

(Signature of Managing Director)



24/10/2015
(Date)

About Our Company

Khaanzzaa Ltd. is the company that was taking the activity over the mother company Eurosound, that was working in Mongolia since 1992.

Khaanzzaa LLC have performed a numerous constructional projects for Mongolian and foreign entities since 2000 year and also was actively participating in the Development Cooperation Projects granted by the Czech government to Mongolia.

The work of Khaanzzaa co. Ltd is based on know-how, knowledge and engineering developed in Czech republic, and also the more than 90 % of deliveries have being borne in Czech republic or other European countries. The work of Khaanzzaa co is always supervised by the Czech ex-pats, that is resulting in European systems, quality performance and sustainable development.

Khaanzzaa Co Ltd performed the first building of the MCS company, for the moment address for World bank, Asian bank, European bank for Reconstruction and Development, International Monetary fund, International Financial Corporation and others, realized many projects in the field of engineering and delivery for the Cement plant, Lime industry and Production of constructional materials.

Khaanzzaa co have been also strongly involved during the last 10 years in environmental projects, is the winner of the World Bank project for the design and delivery of the most ecological stoves for Mongolian gers, realized the project for the Rehabilitation of exhaust gases from the lime production.

Khaanzzaa co is active in the field of the water purification and treatment of waste waters of communal and industrial origin.

The fruitfull cooperation in between European knowledge and and Mongolia applications have resulted in new innovation technology for the treatment of waste waters from tanning processes, that was granted Mongolia and Czech patents.

With over 10 year experience in wastewater treatment we specialize in predominantly mining. We have developed the modular system of treatment of waste waters for the camps, mining sites, that are easily replaceable after the closing activity.

Our products are utilized by these sectors to satisfy water and wastewater requirements in mine sites. Our water treatment solutions and products are manufactured to comply with national and international standards.

Our Mission

Everyday life activities have a huge environmental impact, our day to day challenge and opportunity is to restore the nature resources and to sustain global environment even in tough building and mining industry. Our innovatory solutions based on new technologies, experienced staff and our philosophy enable us to build positive long lasting relationships with our clients.

Our People

We know that our success results from the hard work of our employees. We are very proud of having our motivated staff and therefore we create the best conditions for work and life by nurturing a positive and healthy working environment. Our company culture is based on honesty and integrity, security and dedication to our goals and values. Our employees have over 40 years experience in building and construction industry and are the experts and innovators in wastewater treatment solutions and processes. We would like to thank to our team and we look forward to further cooperation.

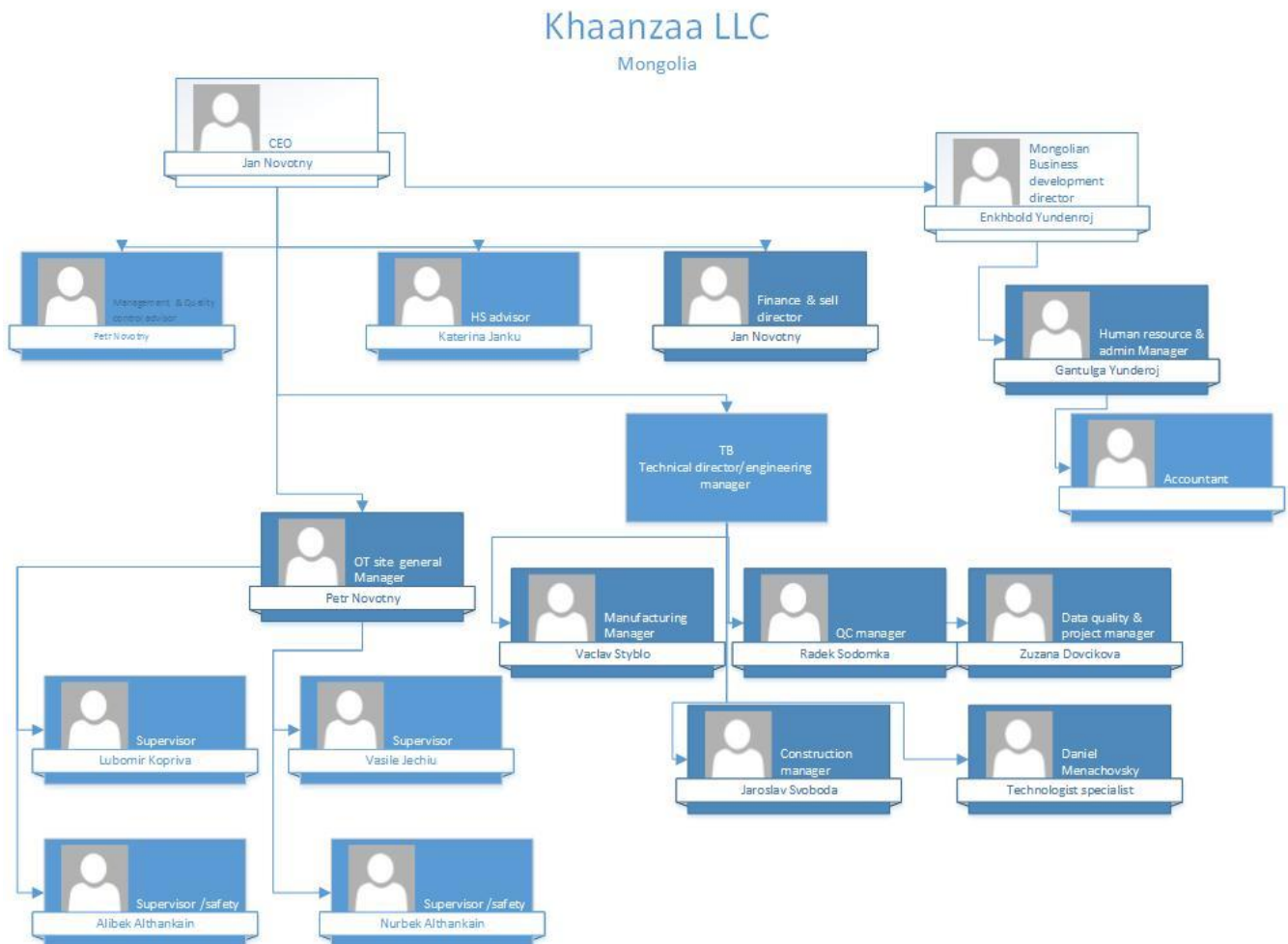
Our Technology

Thanks to close collaboration with many specialists who undertake the research in specific industries we use the best possible and most up to date technology suitable for our clients' needs. Our products are utilised by our clients to satisfy water and wastewater requirements in all over the globe. Our wastewater treatment solutions and products are manufactured to comply with national standards and international standards and our wastewater treatment solution for tanning process was even granted Mongolian and Czech patents.

Our Philosophy and Values

We are keeping track with the new trends and we are dedicated to our tasks. Our passion is to deliver clever solutions far behind the customer expectation. Our philosophy explains our approach to work and is based on our core values.

Organizational chart



Welcome words from managing director

It gives us a great deal of pleasure to welcome you to Khaanzzaa Co.Ltd.

We are particularly keen to see our employees develop their talents and seek the opportunity to use them.

The Employee Manual has been compiled to assist both staff and management by providing detailed information in relation to conditions of employment and will assist you in familiarizing yourself with Khaanzzaa Co.Ltd, our philosophy, policies and procedures.

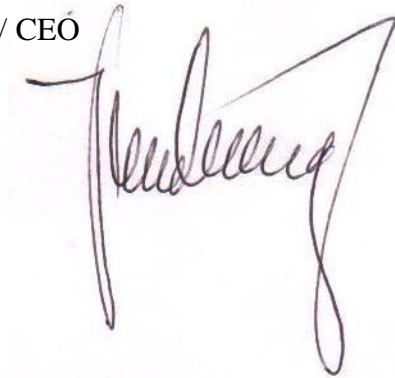
Every effort has been made to ensure that the information contained in the Employee Manual is as complete and up-to-date as possible, however, questions and situations that are not covered may arise and you should speak to your manager for assistance or referral in these cases.

Suggestions regarding topics for inclusion are welcomed, and employees are encouraged to refer any recommendations to their managers in the first instance. If the managers deem them to be appropriate, they may then be forwarded onto me.

It is my sincere wish that you gain pleasure and reward from your employment at Khaanzzaa Co.Ltd and that our association will be a long and happy one.

The Managing Director/ CEO

Jan Novotny
30/06/2015

A handwritten signature in black ink, appearing to read 'Jan Novotny', is written over a faint, light-colored circular stamp or watermark.

Recruitment and Induction

Policy	Recruitment and induction	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1001	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

KhaanZaa Co.Ltd has a commitment to the development and well-being of its employees, integrity in its business dealings and success and prosperity in the environment and building industry.

This policy is designed to ensure that appropriate recruitment standards are maintained throughout the organization and to provide a resource to assist managers to carry out the recruitment of employees to maximize the probability of successful hiring decisions.

The company is aware of the relevant legislation which governs all aspects of recruitment and undertakes to comply with it.

This recruitment policy will be reviewed regularly, and modified as required, to reflect changes in company policy, best practice in recruitment processes and compliance with the relevant legislation.

Policy statement

Recruitment of KhaanZaa Co. Ltd employees will be based on merit in fair and open competition without patronage, favouritism or discrimination.

Vacancies will be filled by promoting existing employees wherever suitable. External recruitment will occur only when no properly qualified internal candidate is available.

How the process works

Recruitment responsibility

The recruitment of employees is the responsibility of line management of the respective Branch/State. Managers wishing to initiate recruitment must work through and consult with their Branch/State managers and relevant Employment Committee, who will carry out this activity with them. Each branch is responsible for adhering to this recruitment policy.

Assessment of company personnel to fill vacancy

The availability or otherwise of internal candidates is determined jointly by the hiring manager and the Branch/State manager. Under no circumstances is a manager to make a direct approach to an employee in another area of the company.

Advertising

All vacancies will be advertised internally. External advertising will take place when a suitable internal candidate is unavailable or where special circumstances exist. It is the responsibility of the hiring manager to ensure the advertisement conforms to legislative requirements and standardised company approach.

Selection procedures

Generally, no more than six candidates will be shortlisted and interviewed. A minimum of two interviewers will conduct the interview, one of whom will always be the person to whom the position reports.

Probationary periods

If a probationary period is to apply, the manager must inform the applicant of the maximum length of the period and the review process which follows.

Casual employment

The nature of casual employment is day-to-day employment. This fact should be drawn to the attention of every casual employee when the employee is first introduced to the company. Clear indication of the absence of notice requirements and the fact that employment is not ongoing should be made.

Making the offer

All formal offers of employment, including the salary, must be first approved by the relevant Employment Committee. In rejecting candidates, the standardised letter must be used.

Conditions relating to permanent employment will commence from day one of employment.

Induction

Policy	Induction	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1002	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

All new employees will go through in the induction program. When new employees are recruited, the company will aim to help them adjust to their new situation as quickly and easily as possible so that they become integrated and productive members of the organisation from the earliest opportunity.

Special requirements

Medical examinations will be required before an appointment is made for some positions. Where the position requires such an examination, this is to be stated at the interview.

Code of Conduct

Policy	Code of conduct	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1002	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

This code requires every employee, whatever their job, to observe the conduct guidelines set out below, and to show commitment to the *Khaanzzaa Co. Ltd* in return for its commitment to them.

It provides a clear guide to appropriate workplace behavior. Breaching this code of will result in disciplinary action.

1. Commitment to the Company

To demonstrate our commitment to Khaanzzaa Co. Ltd we :

- ensure our actions do not bring *Khaanzzaa Co. Ltd* into disrepute
- disclose and resolve any conflicts of interest
- refrain from canvassing for private business during work hours
- do not disclose confidential information, or use information for our own gain or to disadvantage another
- refuse inappropriate gifts and benefits from customers or suppliers
- only transact and approve expenditure for which we are authorized
- do not abuse, deface or willfully damage company property

2. Respect for Others

In dealing with customers, suppliers, and other employees, we:

- not use language or behavior that offends, harasses, or unfairly discriminates
- observe *Company's* smoke-free workplace policy
- do not work when affected by alcohol or recreational drugs

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- abide by all safety rules and procedures operating within the Company and also comply with all relevant relevant occupational health and safety laws in order to provide a safe and healthy workplace for ourselves, our fellow employees and visitors of the *Khaanzaa Co. Ltd*

3. *Customer service*

When dealing with internal and external customers we:

- are honest, courteous and helpful
- actively consult with and listen to the customer
- provide prompt attention, accurate information and meet commitments
- ensure our appearance is neat, clean, and appropriate to the job, wearing a uniform if required.

4. *Team work*

We work together towards our goals by:

- being punctual, and only leaving the workplace early after gaining prior approval
- reporting and accounting for any absences
- following lawful and reasonable instructions
- providing guidance and feedback to one another
- actively learning from one another, and seeking assistance when required
- sharing relevant information
- observing safe working practices and reporting hazards, accidents, injuries, and unsafe practices
- following procedure and instructions in the case of emergency

5. *Results*

To ensure the quality of our work, we:

- observe the spirit and letter of the law, and company policies governing our work
- work to the best of our ability, giving proper attention and care to the job
- use materials, equipment and other resources wisely, and prevent their misuse.

Employment condition

Policy	Employment condition	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1003	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

Employment condition is specified in the contract; please refer to working agreement.

Performance management

Policy	Performance management	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1004	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

Each member of staff will be appraised on a bi-annual basis to discuss performance and development plans, and that the appraisal will take the form of an exchange of views between job holders and their immediate line manager/supervisor. The summary of this interview discussion is intended to be a fair representation of the dialogue and is to be referred to as a working document throughout the forthcoming year.

In the first instance, line managers/supervisor will be trained to effectively appraise the work performance of their direct reports. From time to time, input may be required from other line managers/supervisors where a member of this team has been involved in cross business unit projects.

New employees will have regular meetings throughout their probation period, and, upon successful completion of the probation period, be appraised in their sixth month of employment. From then on, they will be appraised every six months as per other employees.

The Human Resources department will send out individually addressed appraisal forms to the line managers and supervisors. The pack for each line manager or supervisor will contain:

- an appraisal preparation sheet
- an appraisal form, and
- an action plan.

Prior to the appraisal interview, line managers/ supervisors should inform their teams that appraisals are coming up and that they should complete an appraisal preparation form and read the appraisal form so they are aware of the types of questions that will be asked.

Appraisal interviews should be conducted from the director level downwards in order that communication of corporate objectives can be made more effectively.

On receipt of the appraisal forms from the Human Resources department, the appraisers should distribute the preparation documents to staff in advance of their interviews. It is not obligatory to complete this form, but it is recommended.

All appraisal interviews should take place in private and should have no interruptions. Line managers/supervisors should allow approximately 60 minutes per team member.

Diversity policies and guidelines

Policy	Diversity policies and guidelines	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1005	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

Sexual or racial harassment policy

KhaanZaa Co.Ltd deplors all forms of sexual or racial harassment and seeks to ensure that its working environment is sympathetic to all employees. The following policy describes the type of behavior that is unacceptable and provides employees who are the victims of sexual or racial harassment with a means of redress. Implementation of the policy is the duty of all managers and supervisors. All employees are required to comply.

Sexual harassment

at work is unlawful, and both the company and the harasser may be held liable for such unlawful actions, and be required to pay damages. Harassment can reduce the effectiveness of the company by creating a threatening work environment, and increasing sickness absence and labour turnover. All employees have the right to work in an environment free from sexual intimidation.

Sexual harassment takes many forms, from relatively mild sexual banter to actual physical violence. Employees may not always realise that their behaviour constitutes sexual harassment, but they must recognise that what is acceptable to one person may not be acceptable to another. Sexual harassment is unwanted behaviour of a sexual nature by one employee towards another. Examples of harassment include:

- Insensitive jokes and pranks
- lewd comments about appearance
- unnecessary body contact
- displays of sexually offensive material, for example, pin-ups
- requests for sexual favours
- speculation about a person's private life and sexual activities
- threatened or actual sexual violence, and/or
- threat of dismissal, loss of promotion and so on, for refusal of sexual favours.

Racial harassment

at work is also unlawful and as with sexual harassment both the company and the harasser may be held liable. It also creates a threatening environment and all employees have the right to work in an atmosphere free from racial intimidation. Intentional racial or sexual harassment is also a criminal offence punishable by imprisonment or a fine.

Racial harassment can also take many forms; from relatively minor abuse to actual physical violence. Examples of harassment include:

- Insensitive jokes related to race

- pranks
- deliberate exclusion from conversations
- abusive, threatening or insulting words and behavior, and/or
- displaying abusive writing and pictures.

The examples above are not exhaustive. Some forms of harassment, such as the threat of dismissal for refusal of sexual favors, are obvious examples of gross misconduct, punishable

by summary dismissal, but other items may not constitute gross misconduct depending on the circumstances of the case in question.

The company prohibits the display of sexually offensive material, such as pin-ups and posters, and will if necessary ensure that workplaces are inspected and offending material removed.

All new employees will be informed of the company's policy towards sexual and racial harassment at induction training, when it will be stressed that all complaints of sexual and racial harassment will be treated very seriously.

KhaanZaa Co. Ltd requires all managers and supervisors to ensure that this policy and procedure is complied with at all times.

Bullying in the Workplace Policy

Policy	Bullying in the Workplace Policy	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1006	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

Organization commitment

KhaanZaa Co.Ltd is committed to a work culture and environment where bullying, such as physical or psychological assault, abuse, threats, intimidation or other types of harassment or unwarranted behavior including pranks, is not acceptable and strictly prohibited. Workplace bullying will be considered as gross misconduct warranting disciplinary action including summary dismissal

Management priorities

Workers will be protected as far as is reasonably practicable from all forms of work-related bullying and harassment. They will be informed about what are unacceptable behaviors in the workplace.

A risk management approach will be followed to eliminate or minimize the risks of bullying and harassment.

Induction and ongoing training will be provided for workers to learn skills and strategies in conflict and aggression management. They will be informed about appropriate responses to bullying and harassment.

Suitable reporting and recording systems will be maintained to evaluate this policy, and compliance with it will be regularly monitored.

Appropriate action will be taken after any incidents of bullying, in terms of support, counseling and follow-up.

Grievance and dispute resolution procedures will be followed to try to resolve problems before they develop into situations that may lead to bullying or other types of violence.

Any allegations or act of bullying or harassment that warrant formal investigation will be investigated thoroughly.

disciplinary action, if warranted, will depend on the seriousness of the incident(s), and will range from counseling to summary dismissal. Cases of serious workplace bullying may lead to criminal charges and possible imprisonment.

Management and supervisor commitment

Managers and supervisors are responsible for ensuring compliance with this policy in their work areas.

Employee commitment

All employees are responsible for supporting this policy.

Equal employment opportunity

Policy	Equal employment opportunity	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1007	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

Description

Khaanzaa ltd has guidelines regarding equal employment opportunities.

Purpose

To explain the general procedures relating to equal employment opportunity.

Scope

The following guidelines are to be adhered to on a company wide level.

Procedure

In accordance with relevant laws, Khaanzaa provides an equal employment opportunity policy towards all employees without discrimination against race, gender, religion, color and any disability or impairment.

This policy extends to all applicants for employment and all current employees in every location and company facility, regardless of offices or representation.

This policy works in the strictest compliance with relevant Laws. This equal employment opportunity includes hiring, promotion, transfer, compensation and training, also including leaves of absence and in some cases, termination.

KhaanZaa Ltd will endeavor to consistently employ capable people to manage and operate our working environment in a safe and profitable manner. This allows all people employed within KhaanZaa to utilize their skills to their fullest potential, with the pathway to achieving the highest position possible. Staff will be continually rewarded for their efforts and skill both in wages, and protection against discrimination in all forms.

Any breach of this anti-discrimination policy will be considered a serious offence and immediate action will be taken.

Conflict of interest policy

Policy	Conflict of interest policy	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1008	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

All staff, volunteers, and management of KhaanZaa will strive to avoid any conflict of interest between the interests of the Organization on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy are to protect the integrity of the Organization’s decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and committee members.

While it is impractical to describe all situations that may create a conflict of interest, the following provides policy guidance about some of the most common conflict of interest situations:

- Use of Company Information for Private Gain
- Outside Activities Non - Profit and Civic Organizations
- Employment Outside Corporation Moonlighting
- Service on a Board of Directors
- Technical Advisory Boards
- Family and Romantic Relationships Spouses, Domestic Partners, Immediate Family Members or Relatives as
- Suppliers, Vendors, and other Business Partners
- Kickbacks and Rebates by Suppliers or Vendors
- Gifts from Vendors , Suppliers or Customers

Anti-fraud and anti-corruption policy

Policy	Anti-fraud and anti-corruption policy	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1009	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

KhaanZaa Co.Ltd will not tolerate fraud, corruption or abuse of position for personal gain and is committed to securing effective methods of prevention, detection and investigation.

KhaanZaa Co. Ltd will promote an environment that actively encourages the highest principles of honesty and integrity.

Following is the most common of example of fraud and corruption

- Bribery of government officials
- Bribery of public officials
- Commercial bribery
- Falsification of the company books and records
- Dealing with government intermediaries
- Charitable contributions
- Travels and hospitality
- Gifts and entertainment
- Conflicts of interest
- Cartels or market rigging

Minimum working age policy

Policy	Minimum working age policy	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1010	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

KhaanZaa Co.Ltd have set minimum of working age for employees and contractor of 18 years unless is different in relevant state law.

Working hours policy

Policy	Working hours policy	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1012	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

KhaanZaa ensure that all employees are not working more than is set by relevant law. All work schedules has to be approved by HR Manager to ensure that any of the workers does not have excessive working hours in their shifts. This is done on monthly basis. Work hours defined in employment contract.

Overtime hours

Policy	Overtime hours	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1014	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

All workers are informed before some overtime work occurred; it is their decision to agree with it. KhaanZaa Co. Ltd, enforce open-minded workplace environment, all employee have the right say no. If employee agreed with overtime then will be paid extra rate stated in employee contract.

Forced and bonded labour policy

Policy	Forced and bonded labour policy	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1015	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

This policy encourages the development and implementation of responsible business practice. KhaanZaa Co.Ltd

- Ensures that employees work voluntarily and not because they have been threatened or intimidated in any way.
- Ensure that business partners are aware that they should not use forced or bonded labour
- Consult stakeholders in order to gather appropriate information when working in countries where there is a known problem with forced labour

Healthy safety policy

Policy	Healthy safety policy	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1015	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

Safety is a key word for KhaanZaa Co Ltd. and we are committed to providing a safe workplace and ensuring the health, safety and welfare of our employees and any other people who may be affected by our organisation's operations. In securing workplace health and safety, KhaanZaa Co Ltd. promises to pursue best practice in OHS and to fulfil its statutory duties with regard to OHS at all times.

Detail of OHS policy are described in KhaanZaa Occupational Health and Safety Manual

Environment policy

Policy	Environmental policy	Apply to	Entire Organisation
Policy Ref.	KHA_PN_10016	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

Khaanzaa Co Ltd are passionate about environmental protection and actively seeks to minimise the environmental impacts associated with its operations. In addition, all staff are committed to providing quality environmental training to ensure all our clients meet their own.

environmental objectives and targets.

The Khaanzaa Co. Ltd is committed to the careful stewardship of the environment and its natural resources. To fulfil this commitment the Khaanzaa Co.Ltd will endeavour to:

- Ensure that appropriate environmental training is provided for all employees in environmental matters relevant to their work;
- Provide effective advice and environmental training to assist clients to meet their requirements for environmental best practice, prevention of pollution and legal compliance;
- Control our own activities to ensure prevention of pollution and compliance with environmental legislation;
- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- Actively promote recycling both internally and amongst its customers and suppliers.
- Source and promote a product range to minimise the environmental impact of both production and distribution.
- Meet or exceed all the environmental legislation that relates to the Company.
- Ensure continual improvement of our environmental performance through e.g.:
- Monitoring and measuring our energy consumption and promoting energy efficiency;
- Elimination, reduction, reuse and recycling of our waste streams where possible;
- Consider the environmental performance of suppliers and subcontractors when selecting services and products whilst also making a conscious effort to select environmentally preferable materials and products and support local suppliers.

Fitness for work policy

Policy	Fitness for work policy	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1017	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

All Khaanzaa personnel shall present to work in a manner that they are able to safely and effectively perform their designated duties.

Khaanzaa will implement a Fitness for Work program which aligns with OT requirements. Personnel will be educated in all aspects of fitness for work, including but not limited to; alcohol and other drugs, medications, stress, fatigue, healthy lifestyle options and support services.

MEDICALS

Khaanzaa shall ensure that all personnel undertake a mandatory pre-employment medical assessment as per the OT Pre-project medical examination. Exit medical requirements are determined based on risk assessment and occupational role/exposure.

The assessment must be to the sufficient level as the role description demands, but as a minimum must include a physical assessment, audiometry test, medical history and urine drug screen.

The medical assessment shall take place not more than three months prior to mobilization to the project.

ALCOHOL AND OTHER DRUGS

All Khaanzaa personnel shall actively support and comply 0 alcohol reading is allowed on site while working .

FATIGUE MANAGEMENT

The Work Hour Control and Working Alone is implemented at a site level and Ensure sufficient resources to cover HS aspects in relevant areas.

Travel expenses

Policy	Travel expenses	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1018	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

Description

Khaanzzaa ltd has guidelines for all managers regarding the reimbursement of all travel related expenses.

Purpose

To explain the general procedures relating the reimbursement of travel expenses.

Scope

The following guidelines are to be adhered to at a company wide level.

Procedure

All travel undertaken for business related purposes can be claimed back as an expense to Company.

This includes expenses for training, conferences, meetings or other official functions. Any business travel which requires overnight accommodations must be pre-approved by the department manager.

A copy of your itinerary must be signed prior to embarking on any such travel so as to ensure your expenses will be reimbursed.

Khaanzzaa ltd will not be responsible for any personal expenses incurred while travelling.

Please retain receipts for all expenses as these will not be approved without written receipts.

Company car policy

Policy	Company car policy	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1019	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

Description

Khaanzzaa Co. Ltd has guidelines for the maintenance and allocation of company vehicles.

Purpose

To explain the general procedures relating to the use of a company vehicle and associated costs.

Scope

The following guidelines are to be adhered to on a companywide level.

Procedure

- The vehicle allocated to the employee may not be a newly purchased vehicle but one that is currently available within Khaanzzaa Co. Ltd;
- The model and size of the vehicle allocated shall be determined solely by Khaanzzaa Co. Ltd, which will take into consideration the business conditions at the time;
- Khaanzzaa Co. Ltd reserves the right to change or replace the allocated vehicle at any point in time without prior consent of the employee;
- When the Registration of the vehicle expires, Khaanzzaa Co. Ltd reserves the right either to extend the registration of the existing vehicle or to purchase a new vehicle;
- The employee shall be provided with a fuel card. All fuel charges shall be borne by Khaanzzaa Co. Ltd;
- Khaanzzaa Co. Ltd shall bear all regular maintenance charges incurred;
- The employee shall be fully responsible for the timely maintenance and repair of the vehicle in order to keep the vehicle in its best condition possible at all times;
- The employee shall also be fully responsible for the cleanliness, both interior and exterior of the vehicle at all times;
- The employee is not allowed to paste up any permanent stickers or any materials that would cause permanent marks on the vehicle;
- The employee is not allowed to change any fixtures of the vehicle, whether for decorative purposes or personal preferences;
- The employee is not allowed to change any fixtures of the vehicle for enhancing performance without the prior consent of the management;
- Parking charges incurred in the course of business trips shall be fully reimbursed by Khaanzzaa Co. Ltd;
- Parking charges incurred for home-parking shall be fully borne by the employee;
- Khaanzzaa Co. Ltd encourages employees to cultivate good road usage habits. Khaanzzaa Co. Ltd shall not be responsible for any traffic fines incurred by the employee;
- In the event where an employee had a road accident while driving a Khaanzzaa Co. Ltd vehicle, Khaanzzaa Co. Ltd shall not be liable for any more compensation to the employee other than those specified in the prevailing medical benefits and insurance policy of Khaanzzaa Co. Ltd;

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- The employee shall bear all compensation costs to the injured parties or damaged properties or vehicles, either as an out-of-court settlement or court award, if any;
- In regards to any damage to a Khaanzzaa Co. Ltd vehicle, Khaanzzaa Co. Ltd may, at its discretion, decide if the employee is required to pay for the repair of the damages caused by the accident;
- The vehicle is meant for the usage of the employee it is allocated for the efficient conduct of company business. The employee must refrain from allowing any persons other than himself/herself, especially non-employees of Khaanzzaa Co. Ltd, to drive the vehicle;
- In the event where the employee resigns, or his/her service is terminated, Khaanzzaa Co. Ltd vehicle must be duly returned on the last day of service with the accompanying documents such as insurance policy, mileage record book and fuel card;
- In the event where the employee's driving licence has been revoked by the authorities for whatever reasons, the employee must report it immediately to Khaanzzaa Co. Ltd. The vehicle shall be returned to Khaanzzaa Co. Ltd and the employee not entitled to use it. No compensation of any form will be considered by management;
- In the event where the employee's driving licence has been temporarily suspended, the vehicle must be duly returned to Khaanzzaa Co. Ltd's premises during the time of suspension. No compensation of any form will be considered by the management;
- Khaanzzaa Co. Ltd reserves the right to consider past driving records of the employee in consideration for the allocation of Khaanzzaa Co. Ltd vehicle. If the management concludes that the employee does not possess a safe driving record, Khaanzzaa Co. Ltd reserves the right to revoke the entitlement of the use of Khaanzzaa Co. Ltd vehicle at any time, even if the employee's driving licence has not been revoked or suspended by the traffic authorities. In this case, Khaanzzaa Co. Ltd will not consider any form of compensation to the employee;
- Khaanzzaa Co. Ltd may also revoke the entitlement from the employee without compensation, either temporarily or permanently as a form of disciplinary action, if any of the conditions in this policy have been violated by the employee;
- The employee is required to declare Khaanzzaa Co. Ltd car benefit according to prevailing tax requirements;
- The employee should be the only driver to Khaanzzaa Co. Ltd car and should not lend, rent or give the car to any other people without prior consent in writing from Khaanzzaa Co. Ltd.

Procurement of goods and services

Policy	Procurement of goods and services	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1020	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

Description

Khaanzaa Co. Ltd has guidelines for all managers regarding the procurement of goods and services.

Purpose

To explain the general procedures for the procurement of goods and services.

Scope

The following guidelines are to be adhered to on a companywide level.

Procedure

Company purchases of goods and services must meet program guidelines and be within the program budget.

Any and all purchases over five hundred dollars must be approved by a division manager.

Violation of this policy may result in disciplinary action.

Responsible behavior for information resources

Policy	Responsible behavior for information resources	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1021	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

Description

Khaanzaa Co. Ltd has guidelines for all staff regarding responsible behaviour of information resources.

Purpose

To explain the general procedures relating to information resources.

Scope

The following guidelines are to be adhered to on a companywide level.

Procedure

We promote the open exchange of ideas; however, an open, cooperative computing network can be vulnerable to abuse or misuse. It is important that staff engage in proper ethical behaviour, and act within the guidelines of acceptable computing practices and copyright and licensing issues.

- All employees who use Khaanzaa Co. Ltd's computing and information resources must act responsibly and every user is responsible for the integrity of these resources.
- Khaanzaa Co. Ltd reserves the right to limit, restrict or extend computing privileges and access to its information resources.
- Company computing resources are to be used only for company related purposes and are not to be used for commercial or non-company related activities. This policy applies equally to all company owned or leased computing resources.
- All employees must take reasonable and appropriate steps to see that all hardware and software license agreements are faithfully executed on any system, network or server that you operate.

Misuse of computing and information resources and privileges includes, but is not restricted to, the following:

- Attempting to modify or remove computer equipment, software, or peripherals without proper authorisation
- Accessing computers, computer software, computer data or information, or networks without proper authorisation.
- Circumventing or attempting to circumvent normal resource limits, logon procedures and security regulations.
- Using computing resources for purposes other than those for which they were intended or authorised.
- Sending fraudulent computer mail, breaking into another user's electronic mailbox, or reading someone else's electronic mail without his or her permission.
- Sending fraudulent electronic transmission, including but not limited to fraudulent requests for confidential information, fraudulent submission of electronic purchase

requisitions or journal vouchers and fraudulent electronic authorisation of purchase requisitions or journal vouchers.

- Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorisation.
- Violating the property rights of copyright holders who are in possession of computer-generated data, reports, or software.
- Using Khaanzzaa Co. Ltd's computing resources to harass or threaten other users.

Corporate social responsibility

Policy	Corporate social responsibility	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1022	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

Corporate Social Responsibility (CSR) is the concept whereby organizations integrate social and environmental concerns into their business operations and into their interaction with their stakeholders on a voluntary basis. The Khaanzzaa Co. Ltd is committed to adopting best practice in this area. Khaanzzaa Co.Ltd is fully committed to the principle of CSR and intends that CSR should become embedded, where appropriate, into its policies and practices, to the benefit of staff as well as the wider community .

Khaanzzaa will seek to achieve corporate and social objectives by focusing on three strategic areas:

Economical focusing on

- anti-corrupt policy,
- good relationship with customers and business partner
- protection of intellectual property

Social focusing on

- good relation with stakeholders
- Workplace – addressing the needs and aspirations of staff through the continuing development of diversity, work-life balance and health and ,employee equal opportunities
- Community Impact – encouraging and assisting staff to greater involvement in team/individual projects in support of the wider community.

Environmental focusing on

- Further developing environmental management practices that minimise waste and maximise efficiencies.

Whistle blowing policy

Policy	Whistle blowing policy	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1023	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

All employees in KhaanZaa Ltd can feel free to raise any concern.

The purpose of this policy is to promote responsible whistleblowing about issues where the interests of others, including the public, or of the Company itself, are at risk. Such issues might include:

Criminal offence , the breach of a legal obligation , a miscarriage of justice , financial impropriety , a danger the health or safety of any individual , damage to the environment , deliberate covering up of information tending to show circumstances of this kind.

Any member of staff who wishes to raise concerns under this policy should first speak to their immediate manager or put the concern in writing to this person. If it is not appropriate - for any reason - to report to their immediate manager, the member of staff may speak directly to a designated senior manager. If the member of staff does not wish to be identified, they should say this at the first possible opportunity so that appropriate arrangements can be made.

In such circumstances, the Company will do everything possible to protect the member of staff's identity and will not disclose it without their consent.

Reports submitted anonymously will be considered but it will be much more difficult to investigate and resolve the problem. Staffs are therefore encouraged to put their name to reports and assist with the investigations much as they can.

There may be occasions (breaching the law or so on) when it could be necessary reported accident to independent party such the police union.

Training and development policy

Policy	Training and development policy	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1024	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	1/2/2012	Date (last review)	30/6/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

The KhaanZaa is committed to ensuring that all staff and volunteers have access to learning, development and training opportunities which enable them to be suitably knowledgeable and skilled to carry out their role within the organization, and to develop their talents in any ways that fit with the organization's development to meet its strategic objectives.

Stakeholders engagement policy

Policy	Stakeholders engagement policy	Apply to	Entire Organisation
Policy Ref.	KHA_PN_1025	Version	2.1.
Prepared by	Petr Novotny	Approved by	Jan Novotny
Effective from	10/10/2015	Date (last review)	10/10/2015
Reviewed by	Petr Novotny	Date (next review)	30/6/2016

This Policy represents KhaanZaa commitment to undertake consistent and best practice stakeholder engagement. For KhaanZaa, the outcome of effective stakeholder engagement is about having well informed, satisfied and engaged stakeholders who contribute to KhaanZaa decision-making processes. Undertaking effective stakeholder engagement has a number of benefits for KhaanZaa including increasing community understanding and support for the organization's goals, improving transparency and accountability, as well as building g trust within the community and others.