

	Nambung Village Conditions of Occupancy	Document #	ADM-MAN-001
		Version No.	1.0
		Last Review	6 th September 2024
		Reviewed By	CG, RM, CN, GB, SG, TC, SC
		Approved By	T. Colton
		Review Due	5th September 2025
Atlas Operations			

1. GENERAL INFORMATION

Image Resources NL ('Image' or 'the Company') is responsible to the Local Shire, WA State Law, Federal Law, the Work Health and Safety Act 2021 and Work Health and Safety (General) Regulations 2022, and any other Regulations for the operation and administration of its Nambung accommodation Village ('Village').

The granting of Occupancy at the Village is conditional upon the acceptance of the following conditions and Image's Code of Conduct Policy.

Prior to any person being granted Occupancy at the Village, they will be required to read, and sign acceptance of both documents.

All Occupants should respect the privacy, possessions and rights of other Village residents at all times.

1.1 VILLAGE MANAGEMENT

All applications for Occupancy at the Village must be approved by Image.

Persons requesting accommodation in the Village acknowledge that it's a mandatory prerequisite, they must furnish a National Police Certificate no older than 6 months to Image's People and Culture Department, prior to submitting a request for accommodation.

Image can withdraw the accommodation of any Occupant at their discretion. The Village Manager is responsible to Image for the operation and administration of the Village.

1.2 VILLAGE EVACUATION & EMERGENCY PROCEDURE

Upon checking in to the Village, all Occupants will be explained the Village Evacuation process, muster points and fire prevention equipment.

The Village Evacuation Procedure is located on the inside of the door to your accommodation room and is prominently displayed throughout the Village.

Please take the time to study and understand the Village Evacuation Procedure, Village layout, evacuation routes and muster points and be familiar with alarm signals in case of emergencies.

Occupants must familiarise themselves with the location of fire prevention equipment near your accommodation room and throughout the Village. Be constantly vigilant in fire prevention and report any fires or potential causes of fire immediately.

Firefighting equipment is to be used strictly for firefighting purposes only. Use of this equipment for any other purpose will constitute misconduct.

1.3 SMOKING/USE OF E-CIGARETTES

Cigarette smoking and any other forms of smoking, including the use of e-cigarettes (vaping), is only permitted in designated areas set aside around the Village. All cigarette butts or e-cigarettes must be disposed of in a safe and environmentally responsible manner

Designated smoking areas with cigarette/e-cigarette disposal bins have been situated around the Village for this purpose, smoking or the use of e-cigarettes is permitted only in these areas.

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Smoking or the use of e-cigarettes in your accommodation room is an extreme fire hazard and is strictly forbidden. Smoking or the use of e-cigarettes in rooms or allowing visitor(s) to smoke or the use of e-cigarettes in rooms will constitute serious misconduct and will likely lead to the withdrawal of Village Occupancy.

1.4 ACCOMMODATION

The Village Manager will allocate each person a specific accommodation room within the Village. Swapping or changing rooms within the Village is not permitted without the prior approval from the Village Manager and will constitute misconduct. If there is genuine need to change rooms, the Village Manager may consider and approve or deny the move, which will always be dependent upon room availability.

Occupancy at the Village is provided based on one person per accommodation room, free of charge, for the duration of the person’s employment at Atlas Mine.

Sharing your allocated room with another person or allowing another person to live or stay overnight in your allocated room is not permitted, unless prior written approval from Image has been obtained (refer clause 1.7), or doing so will constitute misconduct.

1.4.1 Check-In

When you check in at the Village reception, you will be informed of safety procedures, emergency muster points and other information relevant to your safe stay at the Village.

Personnel will not be able to occupy their rooms until after completion of their first shift, unless approved by the Village Manager. This approval will be contingent upon the cleaning and availability of the rooms. Lockers are available for storage of luggage and bags.

Occupants will pay for any room inventory loss or damage to Village property, considering fair wear and tear.

One (1) room key will be provided for access to your accommodation room.

If a key is lost, you should report it immediately to the Village reception where a new key will be issued. A replacement fee may be charged to the Occupant if key replacement becomes a regular occurrence, at discretion of the Village Manager.

1.4.2 Check-Out

When leaving the Village at the completion of your Occupancy (whether intending to return to the Village after your leave/break or not) you must return your room key to the Village reception.

All Personnel are to hand their keys in to the Village reception area on the morning of their departure. Personnel are NOT to re-enter their rooms prior to leaving site in the afternoon. Employees are to utilise the lockers provided.

1.4.3 Cleaning

Rooms will be serviced with a full clean once per week typically during shift change. A full clean will include general cleaning, linen and towel change out and rubbish bin emptied. The day of servicing will be nominated by the Village Manager.

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Occupants will maintain their accommodation room in a clean, tidy and hygienic condition between the weekly cleaning services provided by the Village Manager. If required, a mop, bucket and broom will be available from the Village reception.

If an accommodation room is found to be in a condition whereby the Village Manager cannot be reasonably expected to perform the weekly cleaning service, then it will not be carried out. In this situation, the Occupant will be required to bring the accommodation room back to an acceptable standard prior to the next schedule service of the room. If the Occupant allows the accommodation room to remain in a condition unsuitable for servicing for a second week, then this will constitute misconduct.

The cooking of food in accommodation rooms is prohibited. For hygiene control, checking and maintenance purposes, authorised persons will regularly inspect rooms.

1.5 DINING ROOM

Meals will be provided in the dining hall during the published times. Meal service will not be available outside of published times unless Image has approved prior arrangements.

All crib break provisions will be available for collection during the breakfast dining period. Only personnel on night shift can have hot crib provisions taken from the mess. Hot provisions from the bain-marie must be placed in a container between the hours of 5:00pm and 5:30pm.

Nightly after 7:15 pm anyone can place a hot meal within a container, record your name and date, place within the freezer in the mess for collection the following morning. Frozen meals are available daily in the freezer.

Meals and foodstuffs (other than crib for personal consumption at site) are not to be removed from the dining hall without specific prior approval of the Village Manager.

Crockery, cutlery, utensils and items or materials of any kind are not to be removed from the dining hall.

Alcohol possession or consumption in the dining hall is strictly forbidden, unless Image's Chief Operating Officer (COO) has given approval and advised the Village Manager of such approval. Any breach of this rule will constitute serious misconduct.

Minimum dress standards for ALL persons entering the dining hall apply and must be adhered to always. Minimum dress standards include sleeved shirts, shorts or trousers/slacks and sandals, all reasonable cleanliness. Work clothing worn into the dining hall must be of a reasonable level of cleanliness and must not have any detectable/offensive odour. Failure of any person to comply with minimum dress standards will result in them being asked to leave the dining hall.

Wearing of work boots in the dining hall is restricted to work boots that have been cleaned to a reasonable and acceptable standard prior to entering the dining hall.

The Village Manager will be the final arbitrator as to what constitutes a reasonable and acceptable standard.

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1.6 VILLAGE QUIET TIMES

To cater for Village occupants on either day or night shift, the following times are designated as quiet times within the Village.

- 9:00am to 4:30pm
- 9:00pm to 4:30am

During these designated quiet times, all occupants are required to refrain from any form of activity likely to cause noise or other forms of disturbance to other Village Occupants attempting to rest or sleep.

1.7 VILLAGE VISITORS

No visitors are allowed, unless a prior request has been received, and approved in writing, by Image's COO. Only personnel working at/for the Atlas Operation who have been provided accommodation are allowed to enter the Village.

1.8 REPORTING DEFECTS

To ensure defects are corrected in a timely manner, please report defects and malfunctions of any equipment/facility in the log book provided at the Village reception.

1.9 ALTERATIONS AND ADDITIONS

Additions, alterations, removal or rearrangement of fixtures, alteration or extension of communication and electrical wiring or circuits is not permitted under any circumstances without the prior written approval of the Village Manager.

1.10 GENERAL HYGIENE, SANITATION AND TIDINESS

All Occupants are required to leave the common laundry, ablution and toilet facilities in a clean and tidy condition after their use.

Be considerate of others and do not leave clothes in washers or dryers after completion of the washing/drying cycle.

1.11 PERSONAL PROPERTY

You should insure your personal belongings against fire, theft etc. Image and the Village Manager accept no responsibility for the loss of or damage to Occupants' personal property at the Village or in the Village car park. Each room has one lockable wardrobe for storage. Lockable lockers are being investigated.

1.12 MOTEL ROOMS

The situation may arise where some accommodation rooms within the Village may be Motel Rooms, that is, accommodation rooms that will be shared with employees on the opposite shift to the Occupant. If this circumstance arises, adequate storage will be provided.

1.13 RECREATIONAL AND SPORTING FACILITIES

Recreational and sporting facilities are available at the Village for use by Village Occupants only. Occupants utilising these facilities must be dressed to an acceptable standard and behave in a manner

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conducive to good community relations. The following rules must be followed at all times while using these facilities:

1. Access and Usage:

- Gym access is restricted to mine site employees only.
- Users must sign in and out using the provided logbook.
- The gym is open 24/7, but users must adhere to shift schedules and not compromise work responsibilities.

2. Health and Safety:

- Users must wear appropriate gym attire, including closed-toe shoes.
- No loose clothing or accessories that could get caught in equipment.
- Users must not use the gym if feeling unwell or fatigued.

3. Equipment Use:

- Equipment must be used according to the manufacturer's instructions and only for its intended purpose. If unsure, do NOT use and seek advice from Village Manager.
- Users must wipe down equipment after use with the provided cleaning supplies.
- Report any damaged or malfunctioning equipment to the Village Manager immediately.
- Do not attempt to repair or tamper with gym equipment.

4. Conduct:

- No horseplay, running, or loud behaviour that could disturb others.
- Respect other users and maintain a cooperative environment.
- Personal music devices must be used with headphones at a reasonable volume.
- Do not monopolise equipment; limit use to 30 minutes during peak times.

5. Hygiene:

- Users must wash hands before and after using the gym.
- Bring and use a personal towel for hygiene and to protect equipment.
- No food or open beverages are allowed in the gym area; only water in a sealed container is permitted.

6. Emergency Procedures:

- Familiarise yourself with the location of emergency exits and first aid kits.
- In case of an injury or emergency, contact the site emergency number immediately.
- Do not use the gym alone during non-peak hours; use the buddy system whenever possible.

7. Personal Belongings:

- Do not leave personal belongings or valuables unattended; use lockers if provided.
- The mine site is not responsible for lost or stolen items.

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8. Supervision and Training:

- A qualified gym supervisor or trainer may be available at certain times for guidance.
- Users are encouraged to seek advice on proper exercise techniques and safety, prior to the use of any equipment.

9. Compliance:

- Users must comply with all posted gym rules and any instructions given by Village Management.
- There will be no smoking, no glass or drinking of alcoholic beverages in the sporting facilities.
- Non-compliance may result in loss of gym privileges and disciplinary action.

10. Liability:

- Use of the gym is at the user’s own risk.
- Image accepts no liability for injuries sustained while using the gym facilities.

1.14 ALCOHOL GUIDELINES

Image promotes the responsible consumption of alcohol while staying at the Village and Occupants are expected to consume alcohol responsibly at all times while in the Village.

Alcohol will not be sold at the Village; however, Occupants may bring and consume their own alcohol at the Village. The following restrictions apply for alcohol brought into the Village by Occupants and are in place as a way of minimising alcohol-related harm.

- No full-strength beer
- No spirits / pre-mix spirits or fortified wines
- Individuals bringing their own alcohol must not on-sell to other Occupants

The Village does not have a Liquor Licence, so it is against the law to sell alcohol in the Village. Selling alcohol will constitute serious misconduct and may be referred to authorities.

Health department guidelines recommend healthy adults consume no more than 10 standard drinks a week and no more than four standards drinks on any one day.

Other recommendations while staying at the Village include:

- Understand both how much alcohol you are having and how much you should have
- Eat before consuming alcohol and whilst drinking alcohol if possible
- Count your standard drinks
- Consume alcohol free drinks/water
- Don’t overindulge
- Never drink and drive

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A self-check breathalyser will be available for use by Village Occupants at the Village.

Any anti-social behaviour will not be tolerated and will constitute serious misconduct.

Remember, the mine site alcohol limit is strictly Zero (0.00) at all times and it is your responsibility to ensure your compliance.

1.15 VEHICLES

All drivers must observe the posted speed limit signs erected within the Village and drive in a manner that is lawful and unlikely to cause disturbance to the general amenity within the Village.

Occupants at the Village are not permitted to drive their personal vehicles to the mine site (company transport is provided to and from the Village to the mine site). Doing so without Image authorisation will constitute misconduct.

All Village Occupants' personal and company vehicles are to be parked in the designated car parks.

Unregistered, unroadworthy and/or derelict vehicles are not permitted in the designated car park.

Vehicles are not to be serviced or maintained in the designated car park. The use of degreasers or other cleaning agents is strictly forbidden.

1.16 VILLAGE ACCESS AND BOUNDARIES

For safety and cleanliness reasons, pedestrian access to and around the Village is restricted to the formal pathways provided. Under no circumstances are Occupants to deviate from these pathways.

1.17 INTERNET, WIFI AND TELEVISION SERVICES

The provision of internet, WIFI and television services to the Village accommodation rooms will be available in all accommodation rooms.

The Wi-Fi logon information will be displayed in each room.

1.18 VILLAGE RECEPTION

The Village reception is open for your convenience. Hours of business are posted at the office entrance including an after-hours number for emergency contact. Should you require any information regarding the Village or its services, please contact reception during the nominated hours of business.

1.19 NOTICE BOARDS

Noticeboards will be erected in key shared areas (e.g. Village reception, dry mess). Notices may be placed or posted on the Notice Boards. Any notices so approved shall be periodically removed.

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2. CONDITIONS OF OCCUPANCY

2.1 RIGHTS AND OBLIGATIONS

The Village Conditions of Occupancy and Image Code of Conduct apply to all Village occupants and forms part of Image 's employees' contract of employment. Other visitors, suppliers and contractors will be issued a copy of the documents stated above, prior to entering the Village.

All persons entering the Village must have read and understood the following conditions of entry to the Village prior to signing.

You acknowledge that it is a condition of your contract of employment and/or right of entry for non-employees that:

- The legal right to possession and control of the Village remains vested with Image at all times;
- You have a personal right to Occupancy at the Village on the terms specified in the Village Conditions of Occupancy, Code of Conduct and terms of employment and you have no interest in nor any right of exclusive possession of the accommodation;
- No relationship of landlord and tenant exists between you and Image, nor shall any such relationship arise by the provision of Village Occupancy;
- The Village Conditions of Occupancy and Image's Code of Conduct applies to your behaviour at the Village, whilst travelling to and from work, and where applicable in the general community, and
- Image and the Senior Site Executive reserves the right at its absolute discretion to withhold offers of Occupancy and/or to withdraw Occupancy from any individual at any time.

2.2 PROHIBITED ITEMS

Items prohibited in the Village include, but are not limited to the following:

- The possession of, or use of, firearms, weapons and explosives.
- Posting on any wall or placing in public view, including your accommodation room, pornographic material, or material of a like nature which could give offense.
- The possession of, and or use of, any illegal or recreational drug or substance, corrosive or obnoxious substances of like matter.
- Animals or live pets of any kind.
- Any illegal item, implement, subject matter whatsoever.
- Storage or charging of e-scooter, e-bike (or similar e-equipment) lithium batteries

2.3 COMPLAINTS

Complaints, if any, regarding any service performed by Village Management should, in the first instance, be referred to the Village Manager by using the complaints book located in the dining hall or in the Village reception.

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2.4 STANDARDS OF BEHAVIOUR

Conformity with normal accepted standards of behaviour, and with the Village Conditions and Image's Code of Conduct is expected in the Village and the local community for the benefit and wellbeing of all. Unacceptable conduct at either the Village or in the local community will not be tolerated and will constitute misconduct.

2.5 MISCONDUCT

The following forms of behaviour constitute Misconduct; proven breaches will result in disciplinary action being taken. Proven repeat and/or multiple violations of the following may result in withdrawal of Occupancy entitlement and/or termination of employment for noncompliance.

Behaviour which constitutes 'misconduct' includes, but is NOT limited to the following:

- Unsanitary use of any facility and acts against acceptable hygiene standards by the Occupant.
- Riotous, drunken or noisy behaviour.
- Provocative or insulting language or offensive behaviour.
- Causing a nuisance to others or causing a disturbance.
- Posting of posters of a sexually explicit or pornographic nature anywhere within the Village including accommodation rooms.
- Refusal to adhere to dining hall access procedures and/or rules.
- Failure to maintain your accommodation room, and ablution, laundry and toilet facilities in a clean and hygienic condition.
- Failure to observe dress code in the dining hall.
- Breaches of the Village Conditions of Occupancy or Image's Code of Conduct.

2.6 SERIOUS MISCONDUCT

The following forms of behaviour constitute serious misconduct which will result in disciplinary action, and which may include, after due investigation processes being completed, withdrawal of occupancy from the Village and/or termination of employment without notice.

Behaviour which constitutes 'Serious Misconduct' includes, but is NOT limited to the following:

- Negligence or wilful acts, which cause and/or have the potential to cause fire.
- Smoking/Vaping outside of designated smoking/vaping areas. Smoking inside accommodation rooms, ablution, laundry and toilet facilities and the dining hall.
- Inappropriate use, tampering, wilful damage to firefighting equipment, including firefighting extinguishers, alarms, hoses, etc.
- Abuse of, or damage to, Village facilities and amenities.
- Fighting, and/or offensive, intimidating or violent behaviour (either initiating and/or in response to actions of another).

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- Harassment of any kind (including based on race, colour, sex, sexual orientation, age, physical or mental disability, marital status, family or carers responsibilities, pregnancy, religion, political opinion, national extraction, social origin, breastfeeding, gender identity or intersex status).
- Inciting or abetting others to commit offences.
- Possessing or using firearms, dangerous weapons, explosives, illegal drugs, corrosive or noxious substances of like matter
- Conducting or participating in any illegal activity or act
- Wilful damage or interference to property belonging to another person, Image, Village Manager, local Community or the Shire of Dandaragan.
- Selling, keeping for sale, or permitting to be sold intoxicating liquor in any area of the Village.
- Possessing or consuming intoxicating liquor in the dining hall, in vehicles and in areas of the local community where consumption of alcohol is not permitted.
- Theft of, or unauthorized use of, property belonging to another person, Village Manager, Image, local Community or the Shire of Dandaragan.
- Wilful refusal to comply with safety, security, hygiene, environmental and/or Village rules and/or instructions.

2.7 REPORTING OF MISCONDUCT

All instances of misconduct should be reported to the Village Manager who shall take up the matter with Image.

3. DEFINITIONS

Company	Refers to Image Resources NL and its subsidiaries.
Personnel	Refers to Company employees, contractors, suppliers, authorised visitors and others.
Village	The Atlas Village located on Nambung Station, Munbinea Road
Village Manager	The catering contractor appointed by Image Resources to manage the Village on their behalf.
Code of Conduct	The Code of Conduct Policy as issued by the Company and as amended from time to time.
Village Conditions	The conditions under which occupancy is granted and as amended from time to time.
Occupancy	The provision of living quarters and meals at the Village.
Occupant	The person granted occupancy.

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ACKNOWLEDGEMENT

I understand and accept the Village Conditions of Occupancy and Code of Conduct Policy.

I understand that the Village Conditions and Code of Conduct Policy may be varied from time to time and that any such future changes will be communicated to me.

I further understand that if I breach Village Conditions and the Code of Conduct Policy it may result in the withdrawal of entitlement to Occupancy and / or jeopardize my continued employment at Image Resources.

I acknowledge that I am being provided with Village Occupancy as part of my terms of employment and such right to Village Occupancy will cease immediately upon ceasing employment at Image Resources.

Name: (Printed)

Company Employed:

Signature:

Date: