

POSITIVE

Motivation is part of the success of a Company and especially of the professional success of each individual.

- Motivating our Team is the primary policy
- The Company believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that everyone conducts themselves in accordance with our workplace standards.
- Courtesy and common sense should always prevail.
- You are expected to conduct yourself in a professional manner, exhibiting a high regard for our customers, vendors, business associates, and co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, etc.) will be condoned. This also applies to alcohol consumption when representing the Company in a business or social capacity.

Our strategy to have always a motivated team is based in the next principles:

1. We cultivate job trust with our employees in such a way that every professional conversation related to work does not have to be an uncomfortable moment, the opposite, it should be a moment to nurture our work experience.
2. We seek to highlight a successful work. We always our team know that all of them have been responsible for each success.

PPPP POLICIES

3. In this way, group work is essential, they all should know their virtues and skills at work, that will make them develop more actively. We look for people who appreciate their work and participation in the Company, who also recognize its importance for the operation of it, and instead of criticizing or negatively judging the work of their colleagues, they should always encourage them to improve, and help them to get it done properly.

4. Work trust is not mixed with personal trust, like they say : we do not mix our life and private matters with our work. Personal problems should be left out of work.

5. And yet, we understand that people work according to the energies they have in their day by day, that is why our work environment will always be presented in a friendly dynamic and positive way

PROACTIVE

The success of a company is based on the success of each and all individuals that are part of it.

- If an employee has any questions about safety, what is expected of him/her, benefits, or anything else that is relevant to employment, he/she **should ask** his/her supervisor or Office personnel.
- When Company requires employees to participate in training programs, all training costs are paid or reimbursed by Company. The time an employee spends away from work to attend the training program is considered work time. Authorization to attend professional seminars and certification courses are decided on a case-by-case basis by managers, within the constraints of the training and education budget. And we also appreciate the employee interest on this activities.

Our strategy to keep our team interested in giving their best performance is based in the next principles:

1. Our purpose is always to hire people willing to seek in themselves the maximum of their capabilities , our employees know that each idea can be the change that represents a successful situation or not. Each idea counts, either to discard something or to contribute to the work.
2. We must always look for solutions by looking beyond our current situation and creating answers even to situations that have not yet happen
3. Our workers do not wait to be assigned to every detail, they are always paying attention to everything in which they can collaborate and represent immediate help

PRODUCTIVE

Human Resource Department provides general orientation about Company and the benefits of employment.

- Each employee will receive a copy of the Employee Handbook and any applicable workplace rules. It is the responsibility of the employee to read and gain an understanding of the handbook and work rules. The employee will acknowledge receipt of the handbook; periodic updates also will be acknowledged.
- In most cases, actual job duty orientation and training will be given within the specific department he or she will work.
- Our productivity is measured based on how sufficient was the strategy used to achieve the company's objectives.

Our strategy to accomplish this objectives, is based in the next principles:

1. Each individual in the company knows that their performance is vital. Therefore its purpose is to contribute to the maximum with it
2. Every day our productivity is measured; our Team recognizes that every hour of work, rest, meetings and training classes counts, all this determines the success of the daily production
3. We let our work team know as a group and as individuals, the way that their performance contributes to the production of the Company.

PEOPLE

We believe you have the right to work in an environment free from all forms of unlawful discrimination. Harney Rock & Paving PNG LTD, is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance.

- Employment decisions are made without regard to race, age, religion, color, gender, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, genetic information or any other classification protected by law. All employment requirements mandated by local, state, and federal regulations will be observed.
- Our organization recognizes same-sex domestic partners, consistent with the law.
- The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff and recall, termination, and dispute resolution.
- In keeping with our philosophy and applicable laws, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: "Equal Opportunity Employer." Our policy as an equal opportunity employer is to employ those legally entitled to work with us, without regard to citizenship, ethnic background, or place of national origin. However, in conformity with the relevant immigration statutes and regulations, our policy is to hire only those who are eligible to work in the country established. Verification documentation is required of all new hires.

PPPP POLICIES

- All employees in the organization are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination.
- Employees are expected to bring any questions, issues, or complaints to management's attention. If you believe you have been harassed, or if you witness or suspect any violation of this policy, you should report the matter immediately to the Human Resources Department.

Our strategy to have always a respectful work environment is based in the next principles:

1. The human resource is the most valued in this company
2. Each employee has an individual culture, religion, belief, political, and we respect that particularly
3. We do not accept any type of violence, abuse, discrimination base on, religious, cultural, political, or racial status.
4. Our Team is made of people dedicated to their work who respect their collaborators and the rest of humanity
5. Our Company is not a center for gossip or complaints about negativity, we are a team of people who value and respect people