

HUMAN RESOURCES POLICY



TRAC Oil & Gas Ltd, TRAC Oil & Gas PTY Ltd and TRAC Petróleo e Gás Ltda (TRAC) recognise that in order to provide a thorough and quality service to our customers we need to attract and maintain high standards of personnel at all levels. As such, we are committed to ensuring that TRAC provide a desirable place to work, where personnel feel valued and supported in their roles. In order to achieve this we have developed various HR processes, as briefly outlined below. TRAC's staff handbooks provide further guidance on all the topics listed below and additional policies. This shall be issued to all personnel during their initial induction.

TRAINING AND APPRAISALS

We are committed to training and developing personnel to assist them to progress within their role and the company. Training needs and requests shall be identified and discussed on an individual basis. All personnel shall complete an appraisal at least annually.

SICKNESS AND ABSENCE

We are committed to providing a workplace which endeavours to ensure the good health, safety and wellbeing of all staff. Staff members who are ill will be treated sympathetically and will be supported to assist recovery as far as reasonable and appropriate.

MATERNITY, PATERNITY AND ADOPTION LEAVE

We are committed to supporting any personnel who are pregnant, have just had a baby, have a partner who has just had a baby or have adopted a child, in accordance with all current legislation. We are committed to providing a workplace which endeavours to ensure the health and safety of new and expectant mothers.

WORK/ LIFE BALANCE

Where possible, and appropriate to the role, we will consider requests for flexible working.

STRESS

We recognise that people who are happy and healthy at work are most effective. To this end we aim to provide a working environment and operate in accordance with policies that minimise work-related stress.

DISCRIMINATION

We are committed to providing a working environment where discriminatory behaviour is not tolerated. We aim to deal with all forms of discrimination as it is recognised that such behaviour may be harmful, unacceptable and, in some cases, against the law. We will value diversity and will aim to ensure equal opportunities for all, irrespective of age, colour, disability, ethnic or national origin, marital status, nationality, race, religion or belief, gender, sexual orientation which are irrelevant to the performance of the job, or other considerations not justified in law.

BULLYING/ HARASSMENT

We commit to providing a safe working environment where bullying and harassment are not tolerated.

DISCIPLINE AND GRIEVANCE

We are committed to fair and reasonable disciplinary and grievance processes, in accordance with current legislation. Each case will be considered on its own merits. Issues arising in relation to any of the areas noted above will be handled in accordance with our disciplinary and grievance processes.

For and on behalf of TRAC Oil & Gas Ltd:

Managing Director: D Hawthorn

Signature:

Daniel
Hawthorn
2016.01.07
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Date: 07 January 2016