

Mt Marion Village is located on a MRL mine lease, as such as residents must comply with the Mines Act and Village Rules. Site access will be revoked for any breach of the Act or Rules.

1 ACCOMMODATION

- ▶ Accommodation is issued on a one person per room basis. If room is issued on a motel basis, the room needs to be vacated of personal belongings and the key returned to Village Admin on departure. Rooms will be allocated by the Travel System Administrator. No changes of rooms can be made without the approval of the Village Manager and correct paperwork completed.
- ▶ Alterations to furniture, fixtures or fittings are not allowed without the permission of the Village Manager. Shelves and other such attachments are not to be added to rooms. Pictures and the like are only to be attached by magnets or Blu-tack, use of tape, glue or stickers of any kind are not allowed as it marks the walls. The Village Management reserves the right to revoke accommodation for abuse of company property. Each resident will be provided with a bed, mattress, mattress protector, 2 pillows, 2 pillow slips, two sheets, doona with cover, bathmat and two towels. These provisions will be inspected on termination. Any loss or damage must be paid for by the resident. Rooms will be cleaned weekly; personal belongings and clothes will not be moved to allow cleaning.
- ▶ Each resident will be provided with a key to their assigned accommodation. If their key is lost, the resident is required to report the loss to the Village Manager. Replacement keys will be at a cost of \$40.00. On every departure, each resident must return his/her key to the Key Return Box outside the Village office
- ▶ Any required maintenance should be reported to the Village Manager using a maintenance request form. Each resident is responsible for hygiene and cleanliness of his/her unit.
- ▶ The company reserves the right to search accommodation under a for cause basis if it is believed that contraband items are present.
- ▶ Site will conduct random inspections for excess alcohol or contraband
- ▶ Cleaners will have the authority whilst cleaning to raise excess alcohol or contraband findings (1 day limit allowed in room at any given time)
- ▶ Housekeeping and maintenance staff are advised to report any excess alcohol or contraband findings to site managers.
- ▶ The Company reserves the right to allow Police entry to all accommodation for the purposes of search and seizures of any illegal drugs and/or firearms.
- ▶ During the course of your room being serviced by housekeeping or maintenance any breaches of MRL policies and rules observed will be reported to the registered manager for further investigation.
- ▶ Only takeaway alcohol purchased at the wet mess may be kept in accommodation units.
- ▶ Smoking is not permitted within your accommodation unit or any of the Village amenities. Smoking is not permitted outside your room. - Evidence of smoking in rooms will result in accommodation being revoked.
- ▶ Each room is fitted with a smoke alarm. It is illegal to tamper with smoke alarms and evidence of tampering with or removal will result with accommodation being revoked.
- ▶ Prior permission must be granted by the Company before any visitors are brought into the Village.
- ▶ No responsibility is accepted by the Company for any theft, loss or damage to personal property.
- ▶ Petrol and distillate motor vehicle fuels are not to be stored in any employee's accommodation.
- ▶ Continual naked flames e.g. burning candles, gas cooker, are not permitted in any resident's accommodation.
- ▶ Double adaptors, unless fitted with a circuit breaker, are prohibited.

2 DINING ROOM & MEALS

Monday to Sunday

BREAKFAST	04:00 TO 07:30 hrs
LUNCH	Crib meal
DINNER	1600 TO 20:00 hrs

- ▶ **Do you have Food Allergies?** – Mt Marion Management wish to advise that some food may contain allergens. If you have allergies or dietary requirements. Please notify a member of our hospitality team to assist you with your options.
- ▶ **Need an Allergen Declaration?-** These can be accessed from the Village Admin and available through the village information QR Code
- ▶ Mt Marion offers an AM and PM buffet service and cook to order menu available from the dining room.
- ▶ The crib meals are to be collected from the dining room at either breakfast or dinner service time
- ▶ **NO HOT FOOD OR SEAFOOD IS TO BE TAKEN FROM DRY MESS AT ANYTIME**
- ▶ Meal times will be strictly adhered to and meals will not be served outside these hours unless authorised by the Village Manager
- ▶ Crockery or cutlery is not to be taken from the mess. Crib is to be taken in the containers and plastic cutlery provided.
- ▶ No alcohol may be brought into or consumed in the Dining Room facilities except for special functions approved by the Company.
- ▶ Persons using Dining Room must be clean and respectably dressed at all times. The minimum standard of dress is T-Shirt, shorts and thongs - No singlets or post-workout gym clothes are to be worn in the Dining Room. Strictly no dirty work clothes are allowed in the dining room.
- ▶ No smoking is permitted in the dining room.
- ▶ Any allergens must be reported immediately to Village/office manager or head chef upon arrival at Village. This is the responsibility of each individual to report.

3 WET MESS & CONVENIENCE STORE

OPENING TIMES: Monday to Sunday

Morning Service - 06:30 TO 07:00 Evening Service - 16:30 TO 17:00 - 17:30 TO 19:00 - 19:30 TO 20:30	<ul style="list-style-type: none"> • Shop only opens for 30 minutes only for night shifters from 16:30 to 1700 hrs • Bar closes for half an hour each evening at 1900 hrs • No take-aways after 1930hrs reopening time
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- ▶ The minimum standard of dress is shorts, singlets and thongs.
- ▶ The Wet Mess is licensed and bound by the regulations of the Western Australian Liquor Act. Contravention of the Act by an individual could result in withdrawal of the license. Alcohol WILL NOT be sold out of licensed hours.
- ▶ Use of the Wet Mess is restricted to residents of the Village and authorised visitors.
- ▶ Children under the age of 18 are to be supervised by an adult at all times. Alcohol and cigarettes will not be sold to any persons under the age of 18 years.

- ▶ Alcohol purchased from the Wet Mess may not be resold or supplied to persons not entitled to use the Wet Mess.
- ▶ A Take-away limit of 4 Mid Strength bottles/cans Beer or Sprints or 2 miniature bottles of wine per person is allowed per person. Take-away drinks are not permitted to be consumed in the licensed area and must be purchased prior to 7.00pm.
- ▶ A maximum of 2 alcoholic beverages served opened can be purchased and consumed at any one time within the licensed area.
- ▶ Beverage sponsoring – The Village Wet Mess has a 4 drinks per day limit control in place for the overall safety of our village residents. We understand and respect that from time-to-time employees may purchase drinks for other residents as a goodwill gesture, however, it is NOT permitted to provide all (4 drinks) or part o your daily limit to another resident who has already exceeded their daily limit.
- ▶ Breaches with regards to personally exceeding or assisting (beverage sponsoring) others to exceed this daily limit, will be referred to the HR Department for investigation.
- ▶ A maximum of 4 alcoholic drinks maximum is allowed to be kept in your fridge. Where this amount is exceeded this will be reported to management and HR.
- ▶ Foul or unseemly language will not be tolerated on the Wet Mess premises. Disorderly conduct will not be permitted and offenders will be requested to leave the premises. The Bar Manager and Staff reserve the right to refuse or restrict service to any person at their discretion within the RSA regulations.
- ▶ Smoking is only permitted in designated smoking areas
- ▶ CCTV is used in this area
- ▶ It is Mineral Resources policy that alcohol which is purchased outside of site cannot be brought to site under any circumstances. Such action contravenes company policy which will result in accommodation being revoked.
- ▶ The wet mess area is to be vacated by 2100 each night as per RGL requirement. Failure to vacate the area when requested to do so may result in disciplinary action by MRL
- ▶ Alcohol consumption shall cease after 21:00 hours every night and 09:00hrs during day times.

4 GENERAL

- ▶ Rubbish bins are located at convenient positions throughout the Village. Please dispose of rubbish thoughtfully.
- ▶ Laundry and ablution facilities are provided for use by Village residents. Machines are to be switched off and left in clean condition after use. Please be considerate to others with these facilities.
- ▶ Firefighting equipment is strategically placed around the Village and all residents are expected to take every precaution against the possible outbreak of fire.
- ▶ Misuse of fire equipment puts fellow residents at risk and any person found interfering with or irresponsibility discharging firefighting with have accommodation withdrawn immediately.

5 NOISE

- ▶ There shall not be excessive noise within the Village. In consideration for others, undue noise and music shall cease after 21:00 hours every night and 09:00hrs during day times.
- ▶ Move on notices will be issued to Curfew offenders, and an incident report will be submitted for repeat offenders. The report will be submitted to your Supervisor
- ▶ Group Congregations are not permitted in the village after curfew, Offenders will be asked to move on, and an incident report will be submitted for repeat offenders. The report will be submitted to your Supervisor

- ▶ Within the Wet Mess area any undue noise and music shall cease by 21:00 hours every night.

6 VEHICLES

- ▶ Residents are requested to observe speed limits, parking areas and safe driving limits.
- ▶ All vehicles shall be reversed parked in the designated parking areas.
- ▶ No vehicle shall drive in and around the confines of the accommodation units or Village facilities.
- ▶ Maximum speed on the Village access road is 60km per hour and around the Village is 10 km per hour.
- ▶ Motor vehicles, including motor cycles, are not to be parked or ridden within the accommodation areas.
- ▶ Personnel driving their own vehicle to site must have RM approval and register with camp administration and provide a key to the vehicle, so that it may be moved if required

7 GYMNASIUM

- ▶ Personnel must have completed the Gym Disclaimer prior to utilising the gym facilities
- ▶ Sports equipment must be returned to the gym after use
- ▶ Personnel are required to maintain positive gym etiquette and wipe down equipment after use. Failure to maintain the expected standard may result in accommodation being withdrawn

8 PETS

- ▶ Under no circumstances are pets or wildlife allowed to be kept within the Village area.
- ▶ Local wildlife is not to be approached, attracted (by food/water) into the Village grounds, or kept as pets.

9 FIREARMS

- ▶ Unauthorised explosives or firearms are not permitted on the lease area.

10 DRUGS & ILLEGAL ACTIVITIES

- ▶ The taking or possession of illegal drugs is prohibited and will not be tolerated. Any person found with illegal drugs within the Village will reported to the Police and his/her accommodation will be withdrawn.
- ▶ MRL reserves the right to conduct random drug and alcohol testing.
- ▶ The conducting of or taking part in any illegal activity in the Village is strictly prohibited. Persons involved in this will have accommodation withdrawn.
- ▶ Fighting within the Village will not be tolerated. Offenders will be removed from site and accommodation revoked

For any confidential help the MRL Employee assistance program is available to all residents.

Name: Assure

Contact: 1800 808 374

Website: assureprograms.com.au

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11 ENVIRONMENTAL & REHABILITATION AREAS

- ▶ Driving is permitted only on designated roadways or tracks. Driving on unmade tracks during wet weather creates wheel ruts which encourage erosion. Do not destroy or move unnecessarily, any trees, shrubs, or dead wood. It is PMI's policy to retain existing trees and vegetation to the maximum extent possible.

12 ABORIGINAL SITES

- ▶ Aboriginal sites around the mine are off limits to all personnel.
- ▶ Violation or trespassing on to Aboriginal sites are considered a serious offense and will result in accommodation being revoked.