



IGO GROUP SECURITY STANDARD 1 – PROPERTY SECURITY AND PROHIBITED ITEMS

INDEPENDENCE GROUP NL



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1. SCOPE

The purpose of this Standard is outline IGO’s requirement for managing the secure management of property at IGO mine sites, to detail the requirements associated with the removal of IGO property from sites and the process for security searches at IGO mine sites. Further, this procedure addresses the control of prohibited and dangerous goods, specifically in relation to their transport on aircraft.

2. APPLICATION / TARGET

This procedure applies to all employees, contractors and visitors to an IGO mine site.

Acceptance of, and adherence to the requirements of this procedure is a condition of employment for both IGO staff and contractors at IGO, and a condition of entry in respect of visitors to IGO.

3. DEFINITIONS

Statement	Definition
High value items	For the purpose of this procedure, ‘high value items’ of property shall be defined as, but are not limited to, vehicles, mobile plant, computers, electronics, tools, and large items of equipment or furniture. They also include all and any mineral or processed material.
Authorised Persons	A person authorised by a Resident Manager to complete the duties specified in this policy. They may include but are not limited to contractor security staff and IGO airport staff.
Tool Box Register	A register of persons having personal tool boxes on site, and an inventory of the content of individual tool boxes. Tool Box Registers are to be maintained by workshop supervisors.

4. PROPERTY SECURITY RULES

4.1. Contractor property

It is incumbent on all Contractors to ensure their property is clearly marked such that it can be identified as their property.

4.2. Individual property

It is incumbent on all individuals to:

- ensure their 'high value items' of property are clearly marked such that it can be identified as their property.
- take reasonable steps to ensure the security of their property (eg by keeping their rooms locked etc).

It is incumbent on all individuals who bring Tool Boxes onto an IGO site to ensure that they have a register of the items in their Tool Box (Tool Box Register), and that this register is approved by an Authorised Person on arrival to site.

4.3. IGO Property

No person is to remove IGO or another person's property, including records, documents, vehicles, tools, plant, equipment or other property, from any work location whatsoever without the express permission of the Company or individual.

If a person is removing IGO property offsite (other than those items placed in persons care eg mobile phones, lap tops etcetera), they are required to have an completed "IGO Authority to Remove Items from Site" Form (hereafter referred to as the *Authority Form*) before the item may be removed from site.

If a person is removing any item of property from site owned by a third party, they must be prepared to demonstrate that they have a legitimate right to do so.

Note: IGO property includes ALL rock and process material samples.

Note: Any 'high value items' of property not clearly marked as the property of a Contractor or an individual will be assumed to be the property of IGO for the purposes of applying this procedure until proven otherwise.

5. PROHIBITED & RESTRICTED ITEMS

5.1. Prohibited items on IGO sites

The following items are prohibited on all IGO sites:

- Any illegal substances or materials
- Personal firearms
- Weapons of any type
- Pets

- Pornographic material
- Private motorcycles (except when used for commuting to and from work)

5.2. Prohibited items on Aircraft: Carry-on luggage

Various items are prohibited as carry-on baggage on aircraft because they present a security risk. A current list of 'carry-on' prohibited items can be found on the CASA website: http://travelsecure.infrastructure.gov.au/international/onboard/prohibited_list.aspx

5.3. Prohibited items on Aircraft: Items that must not be transported

A current list of prohibited items that must not be placed on an aircraft (either as carry-on or as checked-in cargo) can be found on the CASA website: www.casa.gov.au/scripts/nc.dll?WCMS:STANDARD::pc=PC_90371

5.4. Restricted items: Alcoholic beverages

The possession and use of or alcoholic beverages in Operational Areas is prohibited. The possession and use of or alcoholic beverages in other parts of IGO's sites and premises is limited to those locations and times prescribed by the Manager of each IGO workplace. Subject to rules that may be set by the Manager, IGO employees and contractors are permitted to bring alcoholic beverages to the residential areas of a workplaces for personal use. The Registered Manager shall, when setting such rules, have regard to the law (eg WA Mine Safety & Inspection Regulations 4.7 and WA Liquor Control Act, licenses and associated conditions.)

6. SECURITY OFFICERS & AUTHORISED PERSONS

From time to time, at the discretion of the Registered Manager, they may engagement security guards or appoint authorised persons to complete security duties as out lined in this standard.

Typically, security guards will be engaged in circumstances where those individuals completing such duties are required to has an understanding of their specific statutory obligations.

7. SECURITY SEARCHES

7.1. Airport Screening of passengers and baggage

Screening of passengers, carry-on baggage and checked baggage at IGO managed airports may be conducted, on a as needs basis, by authorised IGO and or contractor security staff or authorised IGO airport staff (hereafter collectively referred to as Authorised Persons). The rules governing the screening of passengers are defined in law. For further information refer to the Australian government website TravelSECURE:

<http://travelsecure.infrastructure.gov.au/>

For the purpose of ensuring both property and aviation security, IGO may elect to complete baggage and cargo inspections subject to site specific procedures. As a minimum, all searches are subject to the following requirements:

- (a) Searches will only be completed by Authorised Person.
- (b) Searches can be random or targeted.
- (c) Targeted searches will only be undertaken subject to the approval of the Registered Manager

given that he/she forms the view that there is reasonable cause.

- (d) Two Authorised Persons are to conduct bag or cargo inspections with at least one a Security Officer.
- (e) Searches of luggage will occur with the owner present (as far as practical). All luggage searches are to be completed with due respect to the owner of the luggage

7.2. Luggage searches on arrival at an IGO site

IGO reserves the right to complete targeted searches of arriving personal luggage for items prohibited on site. All such searches are subject to the relevant requirements specified in Section 7.1.

7.3. Vehicle & cargo searches

IGO reserves the right to complete searches and or inspections of vehicles and cargos entering and leaving a IGO site. Such searches and or inspections will be completed by Authorised Persons subject to the following requirements:

- (f) Searches will either be random or targeted.
- (g) Targeted searches will only be undertaken subject to the approval of the Registered Manager given that he/she forms the view that there is reasonable cause.
- (h) Two authorised persons must be present at the time of the search as must the driver of the vehicle.

8. CHECKING AUTHORITY TO REMOVE ITEMS

The process of checking a person's authority to remove items form the IGO site shall be subject to the following requirements:

- (a) During security searches, authorised persons are empowered to request an identification document from the person subject to inspection. The person subject to the inspection is obliged to provide the ID. The authorised person is to retain possession of the ID until the inspection is complete.
- (b) During security searches, Security Officers are empowered to request that a person removing items from site provide an Authority Form (including the Tool Box Register if relevant). This request may be made at any time during a security search. In the event that a person is in the possession of an authority form, they are obliged to provide it to the requesting security officer.
- (c) Security Officers are to review Authority Form and ensure that it aligns with identified item.
- (d) If a person is found to be in possession of a high value item that is marked as the property of IGO or one of its contractors, and the person has no Authority Form, the Security Officer is to:
 - Advise the person that they are not permitted to remove the item from site until they have a completed Authority Form.
 - Contact the person's IGO supervisor to advise them of the situation. (Note: A verbal authorisation from the supervisor is insufficient).

9. PROHIBITED ITEMS FOUND DURING INSPECTIONS

If a person is found to be in possession of, or luggage or cargo is found to contain suspicious items (rocks, items not authorised person must:

- (a) Request that the person remove the items of concern from their luggage or cargo where appropriate.
- (b) Request that the person remain with the Security Officer until their IGO supervisor arrives.
- (c) Contact the person's supervisor and request that they or their delegate attends.

CAUTION:

If the person chooses to leave, the Security Officer is not to attempt to physically stop the owner of the luggage or cargo, rather the Security Officer is to retain the person's ID document.

If the person chooses not to remove the item of concern from their luggage or cargo, the Security Officer is to retain their ID document.

The person's IGO supervisor must then complete an investigation as per company processes.

If a person or luggage intended for transport on an aircraft is found to be in possession of any prohibited and or dangerous good, the luggage or cargo shall not be permitted on the flight. If the person refuses to cooperate, they will not be permitted to board the flight.

10. REPORTING

Security Officers are required to complete a record of all inspections. These records are to be captured in INX.

Any and all instances of suspected theft are to be reported and investigated. The relevant information is to be captured in INX.

All suspected or identified incidents involving the potential theft of high value items, or explosives, are to be reported to Corporate and the Police Service subject to confirmation by the Registered Manager.

11. FAILURE TO COOPERATE

Any person failing to cooperate with an Authorised Person in their execution of this procedure shall be deemed to be in breach of their conditions of employment, or condition of entry if they're a visitor.

Any IGO employee failing to cooperate, subject to verification of process by the IGO line manager, must be stood down pending the outcome of a formal investigation.

IGO reserves the right to engage the Police Service at any point in the inspection process subject to the Registered Manager's approval.

12. COMMUNICATION OF REQUIREMENTS

The requirements of this Standard shall be communicated by means of:

- Signage at all IGO operated airports;
- Site entry documentation, and
- The site's general induction.