



# COMMON MANAGEMENT SYSTEMS STANDARD LEGAL AND OTHER OBLIGATIONS

DATE: 22 MAY 2019



DATE	NAME	CHANGE	APPROVED	REVISION
12/07/2016	Keith Ashby	Issued for Use	Executive Leadership Team (ELT)	0
22/05/2019	Keith Ashby & Julia Lee	Reformatted on new IGO Template	ELT	1



## TABLE OF CONTENTS

1.	OVERVIEW .....	1
2.	IDENTIFICATION AND MANAGEMENT OF LEGAL AND OTHER OBLIGATIONS.....	1
3.	STEWARDSHIP COMMITMENT.....	2
4.	EMPLOYEES.....	2
5.	CONTRACTORS .....	2
6.	ASSURANCE AND COMPLIANCE .....	2



## 1. OVERVIEW

IGO is committed to ensuring that all relevant legal, regulatory and other obligations are systematically identified, communicated to relevant personnel, and complied with.

## 2. IDENTIFICATION AND MANAGEMENT OF LEGAL AND OTHER OBLIGATIONS

IGO Corporate is responsible for:

- identifying the relevant international, national and state-based statutory and legal obligations
- identifying other obligations associated with the Company's public commitments
- maintaining a record of these obligations in a central register (i.e. Obligations Register)
- ensuring access to this register is provided to relevant personnel at each site and project
- monitoring and recording the expiry/renewal dates of all permits, licences and other similar authorisations in the IGO Obligations Register in INX
- ensuring relevant information is updated and reviewed annually
- communicating to appropriate personnel all relevant legal and statutory obligations, and any amendments to these obligations that may occur from time to time
- ensuring personnel who are accountable for managing legal compliance requirements and processes understand their responsibilities and are appropriately trained.

Operations, sites and projects have responsibility for:

- identifying additional relevant obligations such as regional by-laws, codes of practices, licences, permits and voluntary commitments and include these in their site section of the register
- ensuring that all necessary permits, licences that relate to relevant obligations (international, national, state and regional) are renewed in a timely manner
- including the expiry/renewal dates of all regional operational permits, licences and other similar authorisations in the tracking register
- ensuring all relevant information is updated and reviewed annually
- communicating to appropriate personnel all relevant legal and statutory obligations, and any amendments to these, that may occur from time to time
- determining how all applicable legislation and additional obligations are addressed and complied with internally
- implementing a system to periodically measure performance of systems and processes in response to applicable obligations (international, national, state and regional).



### **3. STEWARDSHIP COMMITMENT**

IGO has instituted management systems to ensure our activities and products conform to the various voluntary standards and reporting initiatives that the Company has adopted, and to ensure that we meet the commitments we have made to all stakeholders.

IGO assesses, manages and, where possible, minimises, the lifecycle impacts associated with the use of its resources, materials, processes and products.

Where appropriate, employees, contractors, customers and the community are informed of the possible impacts associated with the production, transport, storage, use, recycling and disposal of IGO products and materials.

### **4. EMPLOYEES**

Where an employee is required to hold a current licence or permit (e.g. Dangerous Goods Security Card [DGSC], Shotfirer's Permit) to fulfil their normal duties the employee must provide documentary evidence of all necessary permits, licences, and certificates.

### **5. CONTRACTORS**

Contractors are required to provide documentary evidence of all necessary permits, licences, and certificates for work performed at IGO sites and projects.

### **6. ASSURANCE AND COMPLIANCE**

IGO also maintains a right to audit contractor performance as a condition of the Company's standard contracts.

Audits are conducted by IGO Corporate to assess compliance with existing, new or revised legal and regulatory obligations and non-legislative commitments.

The results of audits are reported to senior management, and corrective action is undertaken where required.