

## Site Specific Requirements for Effective New Contractor Onboarding

### **Attention: All Potential Contractors Who Intend to Work at the Rössing Minesite**

#### **Context**

The document outlines key entry/access requirements to the Rössing Uranium Ltd (RUL) mine site, including a preferred clean Code of Conduct certificate, mandatory pre-employment medical examination, relevant competency including statutory licenses or certifications, drug and alcohol screenings, completion of HSE induction, and vehicle/equipment assessments.

The below listed compliance categories are critical pre-work steps to ensure contractor employees are effectively onboarded at the RUL Mine. It is the responsibility of each contractor leader upon receipt of a tender award/Purchase Order, to ensure compliance to these onboarding or workforce mobilization requirements.

The process of bringing contractor employees onsite can take a minimum of 5-days or 30 days, depending on the contractor leader's compliance to the site entry requirements listed below. These steps are not co-dependent and do not have to follow a particular sequence, apart from the *HSE induction intake which requires a valid pre-employment medical certificate*. It is critical that only competent contractor workforce approved by RUL, be onboarded to the RUL site.

All contractor competency and identification documentation should be certified, with certificates of code conduct/police clearance certificates being fully legible when shared with RUL.

The below RUL Site Access Requirements apply to all contractors who have valid contracts or purchase orders to conduct distinct work at the Rössing mine. Specialists' consultants, auditors and 'low-risk-work-short-term' contractors are exempt from the submission of police clearance certificates and may be permitted to provide signed medical declaration forms (instead of conducting full pre-employment medicals).

#### **Important RUL Site Access Requirements**

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1. **Competency Approved Contractor Workforce Plan:** It is mandatory for tender bidders to submit a workforce plan with competency certifications. This will enable fair adjudication during the tender process and a HeadStart to RUL internal processes of granting contractor employees site access.

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Any changes to the workforce plan submitted during the initial tendering phase should be communicated with due qualification supporting documents to the RUL designated leader.

**Medical Examination:** Pre-employment medical examinations are mandatory at RUL. Contractor employees should undertake and pass a medical examination to assess fitness for work. Each pre-employment medical should be in line with the *Similar Exposure Group/work area* risk determination captured in the tendered statement of works. It is the responsibility of the contractor to furnish RUL with medical certificates conducted by Medixx or a medical testing center approved by RUL. All failed pre-employment medical costs will not be refunded or paid by RUL.

The contracting company can opt to pay for pre-employment medical costs of which only standard contractual rates between MEDIXX and RUL are refundable. It should be noted that MEDIXX could require the contracting company to pay a higher amount compared to the contract prices prevailing between RUL and MEDIXX. The overrun of such costs will not be covered by RUL.

The contracting company may also request RUL to book pre-employment medicals on their behalf and have RUL cover full cost based on RUL contract rates with MEDIXX. Please contact contractor management for support and clarity on the procedure.

2. **Code of Conduct (COC) Certificate** or what is also called a **Police Clearance Certificate**, is a standard site entry acceptance requirement. Any convictions on the COC's will be assessed by the RUL Superintendent Protection Services, and the result of his assessments are deemed final. Valid (for 2 years) COC's should accompany all new employee site access applications.
3. **Drug and Alcohol Screening:** RUL has zero tolerance for drug and alcohol. Every contractor will undergo a mandatory drug and alcohol test daily. It is the duty of the contractor leader to avail fit and proper employees to execute assigned works safely and with due care. You are advised to acquire your own breathalyzer and test your employees before they arrive at RUL premises. Every drug and alcohol positive case will attract a non-refundable monetary penalty.
4. **HSE Inductions and Site Access Permissions:** All contractors are required to complete a mandatory site-specific Health, Safety and Environment (HSE) compliance induction. This training can be completed online or in a classroom setting, as determined by the nature of work to be conducted on site. Contractors should identify the most suitable training dates with the assistance of

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the RUL contractor management section. Only contractor employees with valid pre-employment medical certificates may attend HSE inductions.

The contractor may choose to maximize the date of the HSE inductions, to complete the final site entry requirement step of mapping fingerprints for the issuance of access cards. Contractors may also make bookings with the site access gate controller to take fingerprints and collect access cards.

5. **Vehicles/Equipment and Driving:** Contractor vehicles and equipment are permitted for use onsite after RUL assessment for fitness for use. Contractors should book vehicle/equipment fitness for use and driver assessments with the assistance of the RUL contractor management section.

***All contractor employee onsite onboarding related queries should be channeled to the RUL buyers and so forwarded to the RUL Contractor Management Department.***

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