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PerpetuaResources.com

## Perpetua Resources Human Resources

The Perpetua Resources human resources approach recognizes that our employees are the key to our success and providing a healthy and rewarding workplace is an important element in creating a motivated, healthy, productive, and talented workforce. Our HR policies apply to all regular full-time and part-time, temporary, and seasonal employees working in Idaho. Contractors and contract employees are expected to adhere to all safety, health, and operating policies.

Perpetua Resources has a comprehensive human resources (HR) policy and trains all employees through the on-boarding process and provides all employees with a human resource manual outlining the policies and procedures employees in the company need to know. The manual is updated regularly and designed to provide everyone within the company the same information, so HR policies can be implemented consistently throughout the company.

The human resources training and policy manual serve the following needs:

- To provide a review of Perpetua's human resource policies, procedures and benefit programs
- To give employees the tools and resources needed for successful employment
- To help build understanding and open lines of communication between employees and supervisors

For example, highlights of Perpetua's HR policies and training include:

- **Discrimination and Harassment:** Perpetua Resources' policy is to support and encourage equal employment opportunity for all employees and applicants for employment without regard to his/her protected class status which includes gender, race, color, religion, national origin, age, physical or mental disability, sexual preference, veteran or current, past or future military status. Perpetua Resources is proud to comply with the Americans with Disabilities Act 1990. Moreover, all employment practices and activities are conducted on a non-discriminatory basis and Perpetua works hard to foster and maintain a work environment free from discrimination, intimidation, hostility or other offenses.
- **Code of Conduct and Ethics:** All employees are expected to know and follow the Code of Conduct & Ethics Policy (Code) which outlines the key principles and expectations that guide the conduct of anyone who works for or does business with Perpetua Resources. The Code is provided to all employees in the human resources manual upon hiring and is reviewed annually.
- **Whistleblower Policy:** All employees of Perpetua are provided with a confidential, anonymous forum with which to raise concerns regarding conduct.

- **Leave:** Perpetua Resources provides leave for a variety of circumstances, including vacation, sick, flex days, holidays, bereavement, military, court/jury, parental and unpaid leave of absence.
- **Classification, Compensation and Benefits:** Perpetua provides clear delineation between regular full-time employment, regular part-time employment, temporary or season employment, independent contractors and contract employees. Perpetua informs all employees regarding the requirements of the Fair Labor Standards Act, work week hours, overtime, pay adjustments, pay periods, performance evaluations and the benefits available to employees working more than 20 hours a week.

The contents of the human resources policy manual are reviewed on an annual basis and updates are made as needed.