

Group Policy	Title: <b>Employment Policy</b>			
	Function: <b>Human Resources</b>			
	No. of Pages: 2			
	Approved: February 2020	Effective: March 2020	Supersedes: Employment policy July 2016	Auditable from: October 2019
Owner:  Group Executive Human Resources	Approver:  Rio Tinto Board		Target Audience:  All Employees	
<p>Direct Linkages to other relevant Policies, Standards, Procedures or Guidance notes:</p> <p>The way we work, Human rights policy, Inclusion &amp; diversity policy, Remuneration policy and Supplier code of conduct</p>				
<p>Document purpose:</p> <p>The Employment policy is aligned with our global code of business conduct - <i>The way we work</i>. The policy affirms Rio Tinto's commitment to providing fair and equitable employment and conditions of work to our people. Rio Tinto will ensure people are trained to perform their role; will provide equitable and transparent remuneration and incentive systems; and, does not tolerate harassment in the workplace, with our employees modelling the highest standards of behaviour.</p>				

## Employment policy

We expect safe and effective working relationships at all levels around the Group. We not only embrace different perspectives, we invite them; we measure people on their contribution, not how similar they are to ourselves; we recognise that we all have biases, but work hard to overcome them; we are committed to preventing discrimination; and we speak up when others appear excluded.

Rio Tinto employs on the basis of job requirements and does not discriminate on grounds of age, race, national or ethnic origin, nationality, race, colour, gender, gender reassignment, marital or civil partner status, sexual orientation, pregnancy or maternity, political beliefs, religion or belief, disability or any other recognised protected characteristics. We may make exceptions to this policy to comply with local laws and regulations. We take into account local employment requirements and will apply the higher of our own standards or local laws. Rio Tinto rejects any form of slavery, forced, bonded or child labour.

First and foremost, Rio Tinto recognises the importance of individuals being equipped to do their job to the best of their ability and working in a safe, healthy and environmentally responsible way. Beyond that, Rio Tinto believes in enabling employees to develop to reach their potential. We grow our skills and capability through regular feedback and opportunities to learn both on the job and through various other development pathways (including training, education and coaching).

Rio Tinto expects all individuals working for Rio Tinto to demonstrate the Rio Tinto behaviours, aligned to our values, with leaders setting the example. We treat each other and those we deal with externally with dignity, fairness and respect. We do not tolerate harassment in the workplace and neither abuse nor misuse our positions or facilities for personal or other conflicting purposes. We respect our obligations to our colleagues and our employer. We work together within and across businesses, cultures and countries to raise performance.

We want our workforce to be representative of the communities in which we operate. Programmes are in place to support employees and communities from all different backgrounds.

*The way we work* establishes expected standards of conduct for all employees (as well as consultants, agents, contractors and suppliers). This is supported by Rio Tinto's framework of Group policies and standards as well as local policies and guidelines. Global policies particularly relevant to this Employment policy include the Inclusion and diversity policy and the Human rights policy.

The Group implements equitable and transparent remuneration and incentive systems and respects and observes legislation on the payment of national minimum wage and national living wage. We regularly report on gender pay equity on a voluntary basis, in parallel with any mandatory reporting requirements.

Rio Tinto recognises everyone's right to choose whether they belong to a union and to seek to bargain collectively. We understand and respect local laws on freedom of association.

Rio Tinto takes breaches of this policy very seriously and has implemented appropriate measures to see that complaints by employees are dealt with fairly and promptly. The supporting processes ensure employees can safely raise any breaches.

We live up to the letter and spirit of *The way we work*. All employees are required to comply with *The way we work* and Rio Tinto policies and standards. A failure to comply with Rio Tinto's policies and *The way we work* could result in disciplinary action, including where appropriate, termination of employment or termination of contract.

While the focus of this policy concerns fair and equitable employment and treatment of Rio Tinto employees, we also engage in working relationships with consultants, contractors through our business and supply chains. Rio Tinto expects its suppliers to be accountable and responsible in its working relationships and the Supplier Code of Conduct sets out Rio Tinto's standards and expectations for its suppliers and business partners.