

Remote Travel Policy & Guidelines

When travelling to and from our remote operated assets the following procedures need to be followed:

- Flights / accommodation / hire cars are to be booked via CTM as far in advance as reasonably possible, 2-3 months is preferred, but no less than 72 hours. Flight changes are only to be made if there is an obvious operational cost benefit.
- When booking into accommodation confirm at check in whether the room is to be charged back to the Company or if you need to pay and reclaim costs for expenses with tax invoices or receipts.
- Reasonable travel expenses will be paid from door to door with receipts presented on the standard Bridgeport expense form .Hire vehicles will always charge back to the company and there is no need to take extra insurances as Bridgeport has insurance cover.
- Hire cars; Regular sedans can be be hired when travelling on sealed roads. Mine spec vehicles are to be used on unsealed roads or in periods of road closures due to flooding. Note that roo bars are not a replacement for safe driving skills
- Journey management forms and/or regular phone contact is to be used when travelling to remote locations. When driving long distances, 15 minute rest breaks are recommended every 2 hours. Contact your end destination in the event of a travel disruption.
- Be aware of fatigue management and only begin travel if appropriately rested.
- Do not cross flooded roads where the water level is 300mm above the road. If the level cannot be verified; do not drive through the water.

For inter-city / corporate travel; please also refer to the Corporate Travel Policy and Guidelines.



Chris Way
Chief Executive Officer
Bridgeport Energy Limited

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