

## INTRODUCTION

This Business Operations Policy outlines the principles and commitments of Alligator Energy across various facets of our operation, including finance and accounting, Information Technology (IT), quality management, sustainability, procurement, sales and marketing, logistics, legal and risk. This policy serves as a guide to ensure that our business practices reflect our dedication to integrity, excellence, and sustainability in every aspect of our operations.

## PURPOSE

The purpose of this policy is to:

- Establish clear guidelines and standards across key operational areas to promote efficiency and effectiveness, integrity, and ethical conduct.
- Ensure compliance with all applicable laws, regulations, standards, and industry good practices.
- Foster a culture of continuous improvement and sustainability.
- Provide the framework for business operational management systems including management plans, procedures and forms etc.

## SCOPE

This policy applies to all employees, contractors, and business partners of Alligator Energy.

## RESPONSIBILITIES

- **Board of Directors:** Oversee the implementation of the Policy and ensure its compliance with legal and ethical standards, whilst aligning it with Alligator Energy's strategic goals and governance principles.
- **Management:** are responsible for implementing the policy across the Company, setting the tone for its importance and ensuring adequate resources are allocated for its execution and that employees are trained appropriately.
- **Employees:** all employees are responsible for understanding and complying with the Business Operations Policy as it relates to their role and responsibilities. They are also responsible for reporting any suspected violations of the policy through the appropriate channels.
- **Contractor's & Business Partners:** While not directly responsible for the implementation of the policy, contractors and business partners are expected to conduct their business with the Company in a manner that is consistent with the policy's principles, especially in areas such as procurement, sales and marketing, and logistics.

## PRINCIPLES & COMMITMENTS

### Finance and Accounting

- Maintain the highest standards of accuracy and transparency in financial reporting and transactions.
- Adhere to all applicable financial management laws, regulations, and standards.
- Practice prudent financial management to ensure Alligator Energy's long-term viability and sustainability.

### Information Technology (IT)

- Protect the confidentiality, integrity, and availability of its data through robust IT security measures including cyber penetration testing.
- Leverage technology to drive innovation, efficiency, and competitive advantage.
- Ensure IT operations comply with legal requirements and industry good practices, including data protection and privacy laws.

### Quality Management

- Implement a continuous improvement mindset, using feedback and data to enhance quality and performance.
- Adhere as appropriate to international quality management standards and regulatory requirements.

### Sustainability

- Minimise environmental impact through sustainable practices, resource conservation, and waste reduction.
- Contribute positively to the communities in which we operate, ensuring fair labour practices and community engagement.
- Economic Sustainability with long-term value creation for Shareholders and other stakeholders as appropriate.

### Procurement

- Conduct procurement activities ethically, ensuring transparency and fairness in supplier selection and management.
- Prioritise suppliers who demonstrate a commitment to sustainability and ethical business practices.
- Achieve the best value for the Company through strategic sourcing, negotiation, and supplier relationship management.

**Sales and Marketing**

- Ensure all marketing and sales practices are truthful, transparent, and respectful of customer rights.
- Respect customer privacy and protect personal data in accordance with relevant laws and best practices.

**Logistics**

- Strive for logistics and supply chain efficiency to ensure timely and reliable delivery of exploration and project development outcomes.
- Implement environmentally friendly logistics practices, aiming to reduce carbon emissions and environmental impact.
- Ensure logistics operations comply with all safety standards and regulatory requirements.

**Legal and Risk Management**

- Ensuring all business practices comply with legal obligations and ethical standards, proactively addressing legal risks.
- Establishing processes for identifying, assessing, and mitigating risks across all aspects of the business.
- Managing contracts and legal agreements with thoroughness and due diligence to protect the Company's interests.
- Providing ongoing legal and risk management education and training to employees, ensuring awareness and compliance.
- To prepare for, respond to and recover from emergency situations effectively, ensuring minimal impact on our people and operations.

**REVIEW & MONITORING**

This policy will be reviewed on a three yearly basis to ensure it remains relevant and effective in guiding the Alligator Energy's operations. Feedback from employees, customers, and other stakeholders will be considered in the review process.

Approved by the Board of Directors  
19 June 2024