



Oyu Tolgoi LLC

People and Organization

HR-A2.1: Recruitment and Selection Procedure

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1. Introduction

1.1. Procedure Number

This document is known as ***HR-A2.1: Recruitment and Selection Procedure.***

1.2. Purpose

Oyu Tolgoi LLC is committed to a fair, consistent and transparent approach to recruitment and selection. Oyu Tolgoi LLC employs on the basis of merit as compared to job requirements and does not discriminate on grounds of age, ethnic or social origin, gender, sexual orientation, politics or religion. This Procedure has been established to provide guidelines that will assist in understanding and meeting these commitments.

1.3. Application

- 1.3.1. This procedure applies to any decision to recruit an individual to a role within Oyu Tolgoi LLC. This procedure applies to all employees of the Company who will be employed under local terms and conditions of employment in Mongolia.
- 1.3.2. Clause 4.3.1 of this procedure applies to employees of labor hire companies utilized by Oyu Tolgoi LLC.
- 1.3.3. This procedure does not apply to expatriate employees' recruitment.

2. Planning and Approvals

2.1. General Requirements for Employment

- 2.1.1. Oyu Tolgoi LLC is an equal opportunity employer. In making hiring decisions the company will not discriminate due to age, nationality, race, social origin, gender, sexual preference, religious belief or political affiliation.
- 2.1.2. Recruitment Committee is reminded that "The Way We Work" and "Oyu Tolgoi Vision, Mission and Values" apply at all times.

Should a potential conflict of interest arise this should be declared by filling out Disclosure of Conflicts of Interest Form.

To identify conflicts of Interest situations please refer to Oyu Tolgoi LLC's "Business Integrity Standard".

- 2.1.3. If at any point during the recruitment process it is determined that an application has been falsified in any way, the application will then be disqualified from the process and the selection committee will cease to consider their application. If after appointment to a position, an employee is found to have falsified any documentation or information supplied during the

recruitment process, the individual concerned will be subject to disciplinary action. This may result in the termination of his/her employment with Oyu Tolgoi LLC.

2.1.4. Any recruitment to replace an existing role will commence after the incumbent's condition change had been finalized which includes internal movements and separation of employment.

2.1.5. In accordance with the Investment Agreement, to support employment from South Gobi aimag, Oyu Tolgoi may target specific geographical areas of the aimag to practice preferential recruitment.

2.2. Identification of Recruitment Needs

2.2.1. The Hiring Manager identifies the need for recruitment to fill an existing vacancy or a newly created role according to the approved workforce plan and budget in consultation with HR Business Partners.

2.2.2. The Hiring Manager shall review whether the vacant role needs to be filled. Every vacancy is an opportunity to review the needs of the Company and to reallocate tasks. The possibility of restructuring the role should be considered before initiating to fill a vacancy.

2.2.3. When a vacancy arises, the Hiring Manager will consult with HR Business Partners to gain an understanding of the recruitment and selection process to ensure compliance.

2.2.4. The type of vacancy and conditions of employment should be ascertained in the context of permanent and fixed term, considering the requirements of the role together with costs to the Company.

2.3. Approval to Recruit

2.3.1. All Hiring Managers must gain the appropriate approvals to recruit prior to commencing the recruitment process. Any authorization granted must be in accordance with the approved workforce plan and budget.

2.3.2. HR Business Partners shall advise hiring managers on pay grade and salary range for each position.

2.4. Development and Review of Job Descriptions

The hiring manager shall develop new or update existing job description according to OT LLC standard template prior to any recruitment activities taking place.

The hiring manager shall send the up to date job description to Human Resources Business Partners for review and to Recruitment team for progressing.

2.4.1. Requirements for Job Descriptions

2.4.1.1. The job description forms the basis for the selection criteria that will include the knowledge, skills and attributes that are required to carry out the accountabilities of the role.

2.4.1.2. Job titles should be accurate and consistent with other similar roles throughout the company as per OT LLC naming convention matrix and approved organizational chart.

2.4.2. Recruiting a Replacement for an Existing Role

2.4.2.1. Where recruitment is occurring as a replacement for an existing role, the job description should be reviewed and updated as necessary by the Hiring Manager.

2.4.3. Recruitment for a New Role

2.4.3.1. Where a new role is being created, a job description will need to be developed and forwarded to the Recruitment Team for review (banding etc.), prior to recruitment taking place.

2.4.3.2. It is the responsibility of the Hiring Manager, in liaison with the HR Business Partners Team, to determine if a role is classed as entrusted.

3. Preparation for Recruitment

3.1. A recruitment officer will be assigned to each recruitment campaign. The recruitment officer will then contact the hiring manager to understand the hiring needs, for the manager to agree upon the method of recruitment which will be utilized to plan the recruitment process.

3.2. It is important to ensure any recruitment campaign is properly planned and fair and consistent approach is utilized.

3.3. The recruitment process should be managed in the most cost-effective manner possible, taking into account the business drivers and requirements at the time.

3.4. Tools such as phone interviews or video conferencing should be used in order to determine candidate suitability before costs such as travel and accommodation, are incurred.

4. Methods of Recruitment

Vacancies are recommended to be filled via a competitive selection process. A direct appointment may be allowed as an exception only if approved by General Manager People and Organization.

4.1. Competitive Selection

Vacant positions at Oyu Tolgoi LLC will be filled by a competitive selection process. The recruitment campaign will be designed to meet the requirements of a specific role. The process may involve:

- Advertising the vacancy (internally, externally or both);
- Collecting applications
- Shortlisting candidates
- Determining candidate merit through the use of appropriate selection tools
- Selecting the preferred candidate
- Completing pre-employment checks
- Making a formal offer

4.2. Preferential recruitment

4.2.1. Preferential recruitment from South Gobi aimag

Depending on the business strategic priorities and aligned with the objective to support South Gobi aimag development, preferential recruitment from South Gobi aimag can be privileged as described below. The implementation of preferential recruitment for a specific role may be consulted in advance with relevant stakeholders such as hiring leader and Communities Department.

4.2.1.1. Targeted advertisement

Certain positions can be advertised within a specific geographical area or a targeted group in South Gobi aimag.

The targeted advertisement channels and scope of geographical area must be agreed in advance with the following stakeholders:

- a) Hiring leader and hiring department General Manager;
- b) Relevant managers of Communities Department.

The decision to advertise a vacancy within a specific geographical area or a targeted group shall also be driven by the business strategic priorities (regional development support workforce location management, etc).

4.2.1.2. Priority given to South Gobi residents during selection

For certain positions advertised open to public, the priority criteria for South Gobi aimag residents can be added as one of the criteria during the selection procedure.

The priority criteria practiced during the selection procedure must be:

- a) Agreed in advance with the hiring leader or hiring department General Manager;
- b) Driven by the business strategic priorities such as regional development support, or the workforce location management.

In case of bulk role recruitment, a quota can be established for South Gobi residents whom the preference is given.

4.2.1.3. Training programs designed to up-skill South Gobi population

Graduates of Oyu Tolgoi training programs designed to up-skill South Gobi population for specific roles can be hired to the roles they have been trained for.

4.3. Direct Appointment

All direct appointments are subject to approval by General Manager People and Organization and pre-employment verification by the Recruitment team.

4.3.1. Direct appointment of labor hire employees to Oyu Tolgoi LLC

In exceptional circumstances it may be appropriate to directly appoint a current Oyu Tolgoi direct hire employee into a position at Oyu Tolgoi LLC where direct appointment is deemed appropriate for both the individual and the Company, and where the labor hire company approves such appointment.

A hiring manager requesting direct appointment of a labor hire employee must fill out the relevant request form for approval of the General Manager People and Organization. The form should include:

- a. description of the special circumstances or justification that warrant direct appointment;
- b. Verification of indicators or justification that the candidate has the required skills, experience and qualifications for the position;
- c. Declaration of any actual or potential conflict of interest;
- d. Minimum of 1 year of continuous service in the same role at the labor hire company prior to the proposed appointment;
- e. If the number of roles available for direct appointment is less than number of potential candidates, Oyu Tolgoi will ensure that competitive selection process is applied.

4.3.2. Direct appointment from external workforce pool

In exceptional circumstances it may be appropriate to search and directly appoint a candidate with scarce skill sets and experience from external pool into a position where direct appointment is deemed appropriate due to failure to receive any qualified applications when the role was previously advertised open to public for reasonable amount of time.

4.4. Internal Recruitment

- 4.4.1. It is recommended to make the vacant role available for all applicants ensuring the fair and transparent recruitment process. However, in certain circumstances considering the hiring needs of the company, some vacancies can be available for only Oyu Tolgoi LLC employees to apply for.

- 4.4.2. Internal recruitment gives opportunity to existing employees to develop their careers.
- 4.4.3. All internal postings or communications will be in accordance with prescribed company internal templates.
- 4.4.4. Talent management team may recommend the potential internal candidates based on the talent review process.
- 4.4.5. Employees are responsible for informing their Line Manager of their intent to apply for other jobs, prior to submitting an application. Throughout the process, employees are expected to keep their Line Manager informed of the progress and status of their application.
- 4.4.6. If an internal applicant is deemed the most suitable, the Recruitment officer will contact the applicant's current manager prior to making an offer.

5. Advertising Vacant Roles

5.1. Advertising

The purpose of advertising is to ensure that there is a sufficient number of suitably qualified applicants.

- 5.1.1. The Recruitment Team is to provide the person in charge of advertising with the approved vacancy announcement.
- 5.1.2. In cases described in 4.2 regarding the preferential recruitment, the advertisement may target a specific geographical area or targeted group.
- 5.1.3. Advertisements must be in compliance with local legislation.
- 5.1.4. All advertisements will be designed in accordance with prescribed company communication guidelines and Company templates.
- 5.1.5. Advertisements must be open for a reasonable amount of time to allow obtaining a sufficient pool of applicants.
- 5.1.6. Prior to posting an advertisement both the hiring manager and recruitment officer will agree on advertising channels and the content of advertisements.
- 5.1.7. In cases described in 4.2 regarding the preferential recruitment, the advertising channels can be agreed in advance with relevant stakeholders such as Communities department and External Affairs and Communication department.
- 5.1.8. The Hiring Manager is also required to develop a vacancy announcement based on the template made available from the Recruitment team and send it to the Recruitment team for review and processing.

5.2. Advertising Channels

Oyu Tolgoi LLC may advertise employment vacancies in a range of forums and media. These may include the followings but not limited to:

- the internal notice boards
- the company internal portal
- the Oyu Tolgoi LLC website
- print media (newspapers etc.)
- external recruitment agencies
- job and career fairs

Appropriate advertising channels should be used considering the cost, readership/circulation, frequency of publication/display and the type of role.

5.3. Content of Advertisements

When designing the content of job advertisements the focus should be on attracting the sufficient number of applicants with the relevant backgrounds and skillsets. To achieve this, advertisements should focus on identifying the specific skills and expected attitude. Details that must be included are:

- a. position title;
- b. location of position;
- c. purpose of the position and summary of essential duties;
- d. experience or qualifications required or preferred;
- e. how to apply;
- a. closing date;
- b. contact details;

Additional information may be included such as a description of Oyu Tolgoi LLC and reference to the benefits of working Oyu Tolgoi LLC that reflect our employee value proposition.

6. Using Recruitment Service Providers

6.1. Service providers may be used in the recruitment process where deemed necessary.

6.2. Providers will be sought from those who have been identified through relevant selection procedure.

7. Selection Tools

In order to increase the quality of selection decisions Oyu Tolgoi LLC uses a range of selection tools. These include but not limited to:

- a. Screening of applications/shortlisting
- b. Structured interviews (face to face, phone and/or other means)
- c. Skill assessments

- d. Pre-employment checks including but not limited to:
 - Reference check
 - Site security check
 - Pre-employment medical check
 - Disciplinary check (for current or former OT LLC employees that are shortlisted only)

The decision about which selection tools will be utilized in each recruitment campaign will be made where appropriate by hiring manager and recruitment officer.

7.1. Screening of Applications/Shortlisting

The first step in any competitive selection process is for all applications to be reviewed in order to determine a shortlist of applicants. At this stage the key considerations will be identifying the candidates that meet all of the essential criteria for the position. If there is a large number of applicants that meet the essential criteria the reviewer may also consider how well these criteria have been met or whether candidates have demonstrated any of the desirable criteria. Initial shortlisting could be conducted by the recruitment officer and to be provided to the hiring manager for approval depending on the applicants' pool.

7.2. Structured Interviews

Each recruitment campaign may use one or more rounds of competency based behavioral and technical interviews. Interviews will be conducted by selection committee including senior representatives of the hiring department and a recruitment officer.

7.3. Skill assessments

Skill assessment may be used to assess required technical and behavioral competencies for the role. The hiring manager in consultation with recruitment officer shall determine competencies need to be assessed and type of tests or activities and prepare testing material.

7.4. Pre-Employment checks

Pre-employment checks may include the following but not limited to:

7.4.1. Reference check

- 7.4.1.1. Reference checks must be performed on all preferred candidates by the Recruitment Team using the reference check template.
- 7.4.1.2. References must be quality sources with first-hand knowledge of the candidate's performance.
- 7.4.1.3. The candidate must nominate the referee and agree that the Company can contact them for this purpose.
- 7.4.1.4. Questions asked of the referees must be based on the selection criteria of the role for which the applicant is being considered.

7.4.2. Site security check

- 7.4.2.1. Site security check is conducted when the shortlisted candidates have been working or have worked at OT LLC or OT Contractor companies.
- 7.4.2.2. The Recruitment team will make the check request to the Security team.
- 7.4.2.3. If any breach is found, the selection panel shall be informed and the panel will decide whether they should progress with the candidate.

7.4.3. Disciplinary action check

- 7.4.3.1. Disciplinary action check is conducted by Recruitment team on the shortlisted candidates who are current or former employees of OT LLC.
- 7.4.3.2. If any breach is found, the selection panel shall be informed and the panel will decide whether they should progress with the candidate.

8. Recruitment Process

8.1. Applications

- 8.1.1. All applications for employment with Oyu Tolgoi LLC need to be submitted in accordance with the instructions on the relevant application form or website during the application period. Late or incomplete applications, including applications that do not include all necessary attachments, will not be considered. Unsolicited applications will not be accepted or considered.
- 8.1.2. All personal information received from applicants during the recruitment process will be managed in accordance with Rio Tinto Data Privacy Standards.

8.2. Selection Committee

- 8.2.1. All selection decisions will be made by a Selection Committee. The composition of the Committee will vary depending on the scope and nature of the position to be filled. However the size and membership of the Committee should ensure that the selection process can be properly performed and that different perspectives are brought to the selection process.
- 8.2.2. As the minimum, a Selection Committee must have two members, one of whom is the Hiring manager or a representative from the hiring department and one is a representative from the Recruitment team.
- 8.2.3. In addition to this Committee member from the hiring department should, as far as practicable, hold positions that are more senior than the position being filled.
- 8.2.4. All Committee members are recommended to declare conflicts of interest, if any. Where a conflict of interest exists it must be documented and action taken to resolve or address it. Where a conflict exists options for resolving it may include:

- a. Adding an additional Committee member as a safeguard i.e. an independent Committee member
- b. Limiting the contribution of the Committee member with the conflict e.g. contribute to discussion only as a subject expert, but not take part in decision-making, or
- c. Replacing the Committee member

9. Identification of a Preferred Candidate(s)

- 9.1. When the selection process has been completed, the Selection Committee must analyze all resulting information and identify preferred candidate(s) for the position. If a selection panel is unable to reach a unanimous decision, the panel member/s in disagreement should prepare an alternative report detailing areas of disagreement and provide an alternative recommendation, where appropriate.
- 9.2. Any outstanding verification activities will then be completed and referee checks will be conducted on the preferred candidate(s).
- 9.3. In some recruitment campaigns the Committee may also decide to identify candidates for inclusion on an eligibility list. The creation of eligibility lists is recommended for positions which have proved difficult to fill and positions where there is a high turnover. Where an eligibility list is created, other suitable applicants must be ranked in order of merit. Next top ranked candidates will be included in this list. Eligibility lists are current for up to 12 months.
- 9.4. If, at any time, the Selection Committee decides that there are no candidates that are suitable for appointment to the position they should sign a statement to this effect. The hiring manager should then meet with the recruitment officer to determine the next steps that will be taken to fill the vacancy.

10. Verification and Pre-Appointment Checks

The verification and pre-appointment checks required are determined by the role and location – not the candidate. Checks will generally be arranged or conducted by the recruitment officer assigned to a campaign. The type of checks may include:

- a. identity;
- b. previous employment with Oyu Tolgoi LLC;
- c. qualifications and licenses;
- d. references; and
- e. pre-appointment medical check

Other verification and pre-appointment checks are required when a preferred candidate is not a current employee of Oyu Tolgoi LLC, but will only apply to existing employees who are moving to a role or location that is sufficiently different from their current position. For instance, an appointment to an operational site may require a medical check. Employees will be advised if any checks are necessary.

11. Offer and Appointment

11.1. Finalizing the Offer Terms

- 11.1.1. Prior to an offer of appointment can be made the terms of the offer, in particular the start date, salary, location and roster need to be finalized.
- 11.1.2. It is the responsibility of the hiring manager to set a start date that is realistic and that is consistent with any notice period that the preferred candidate is obliged to provide to a current employer.
- 11.1.3. Where the preferred candidate is not a current employee of Oyu Tolgoi LLC all offers of employment will incorporate minimum of 3 month probationary period.

11.2. Making an Offer

- 11.2.1. An offer of employment can only be made when the recruitment process is finished. This includes but is not limited to, satisfactory completion of a pre-employment medical, reference checks, verification and pre-appointment checks.
- 11.2.2. Once the terms of an offer have been finalized the Recruitment officer should draft a letter of offer to be approved by the hiring manager and incorporate the terms into the appropriate job offer template.
- 11.2.3. The hiring manager is required to contact the successful candidate to offer them the role, providing the details and conditions of the offer in writing.

11.3. Acceptance of Offer

- 11.3.1. Once an offer has been accepted the Recruitment officer will forward a new employee's personal file to HR officer for arranging employment contract signing and stamping of a director's resolution authorizing the appointment a booking for the first available induction session.
- 11.3.2. After acceptance of job offer, approval from the CEO or their official delegate is required. This approval must be in the form of a Directors Resolution signed by the CEO or delegate and bearing the Company's official stamp.
- 11.3.3. Where an offer is declined the selection committee should be advised and their approval sought to commence verification and pre-appointment checks for the next ranked applicant on the eligibility list.

12. Post-Appointment Activities

12.1. Notification of Unsuccessful Candidates

- 12.1.1. Once the successful candidate has accepted the job offer, all other candidates must be advised that their application was not successful.
- 12.1.2. A decision may be made to advise, at an earlier stage, applicants who did not meet the selection criteria that their application is not moving on to the next stage of the recruitment process.

13. Roles and Responsibilities

13.1. Hiring Manager

The hiring manager is accountable for:

- a. to identify the recruitment need;
- b. ensuring positions are on the Workforce plan and budget;
- d. developing or updating job descriptions;
- e. preparing a justification in case of direct appointment;
- f. participating in recruitment planning;
- g. shortlisting candidates
- h. participating in the selection process as a member of the selection committee ;
- i. conducting phone screening with the recruiter;
- j. finalizing and approving job offers prior to be presenting to a candidate
- k. contacting and making job offer to successful candidate
- l. supporting recruitment officer in giving feedbacks to unsuccessful candidates as requested

13.2. Recruitment Officer

The Recruitment Officer is accountable for:

- a. providing advice and support where requested;
- b. planning a recruitment campaign;
- b. placing job advertisements;
- c. recommending on selection tools to be used in a campaign;
- d. assist the hiring manager in shortlisting applicants when needed;
- e. collecting information on previous employment with Oyu Tolgoi LLC where applicable;
- f. conducting phone screening;
- g. designing selection tools;
- h. creating and maintaining records of each recruitment campaign;
- i. conducting or arranging for reference and pre-employment checks;
- j. drafting letters of offer,
- k. notifying appropriate personnel of accepted offers; and
- l. arranging for notification of unsuccessful applicants
- m. Archiving all applicants' material

13.3. Selection Committee

The Selection Committee is accountable for:

- a. Reviewing candidate's qualifications during selection process in accordance with this procedure;
- b. Identifying a preferred candidate; and
- c. Creating eligibility lists.

13.4. Human Resources Business Partner

The Human Resources Business Partner is accountable for:

- a. Consulting with hiring manager, the HRBP check the vacancy of the role and identify the need to fill
- b. Getting approval to recruit
- c. Reviewing of the Job Description
- d. assigning positions to a salary grade level; and
- e. endorsing salary amounts prior to offer
- f. Submitting approved recruitment request to the Recruitment team
- g. Regularly updating hiring manager on the recruitment progress

13.5. Talent Management Team

The Talent Management team is accountable for:

- a. Recommending potential internal employees for internal recruitment based on the talent review process.

13.6. General Manager People and Organization

The General Manager People and Organization is accountable for:

- a. Reviewing and approving all recruitment requests
- b. Reviewing and approving direct appointments.

13.7. Chief Executive Officer

The Chief Executive Officer is accountable for:

- a. Executing a director's resolution to authorize all appointments

Appendices

1. Definitions

In this procedure document the following outlines the key terms and their meanings:

Applicant – An individual who applies for appointment to a position at Oyu Tolgoi LLC;

Candidate – A shortlisted applicant

The “Company” – The business units/functional groups of Oyu Tolgoi LLC.

Competitive Selection – the process where applications for appointment to a position are sought from multiple candidates with the preferred candidate being determined based on comparative merit;

Direct Appointment – where the GM P&O authorizes the appointment of an individual to a position based on special circumstances without following the competitive recruitment process

Eligibility list- the list of the potential candidates ranked in order of merit.

Employee – All regular full-time, part-time and casual employees

Labor hire employee – An individual employed by a labor hire company to provide services for Oyu Tolgoi LLC

Employee Value Proposition – The experience offered by Oyu Tolgoi LLC in exchange for the productivity and performance of employees;

Internal Recruitment – Competitive recruitment process where applications are only sought and accepted from individuals who are current employees of Oyu Tolgoi LLC;

Investment Agreement – An agreement established between the Government of Mongolia, Ivanhoe Mines Mongolia Inc LLC (now Oyu Tolgoi LLC), Ivanhoe Mines Ltd (now Turquoise Hill Resources), and Rio Tinto International Holdings Limited on 06 October 2009.

Entrusted Role - Any role within Oyu Tolgoi LLC where there is assigned responsibility over resources or assets of the Company and/or access to or control over business processes which link to these resources or assets and there is a risk that fraud on a significant scale could occur (i.e. with an impact of more than US\$20,000). As examples, entrusted roles would include but is not limited to the following:

- a. positions that have access to or control over liquid assets (e.g. cash, cheques, payment orders, electronic funds, bills of payment and the like);
- b. positions that control the issue of information technology assets (e.g. laptops, mobile phones, devices);
- c. positions that have control of, or authority to issue, warehouse stock and inventory or approval of suppliers and/or approval of invoices;
- d. positions that are authorised signatory in respect of any of the above;

- e. positions that are responsible for preparation of financial statements or that have access to, and the ability to alter, financial manuals, journals and similar records; and
- f. executives in band H or above.

2. Mongolian Laws and Regulations Review

Through putting forward this procedure for review and approval, the procedure owner acknowledges that a review of the implications of the implementation of this document under Mongolian laws and regulations for Oyu Tolgoi LLC has been completed.

This review has identified the following Mongolian laws and regulations that are relevant to this procedure, and the implications of these laws and regulations has been included into the document.

- Labour Law, 1999

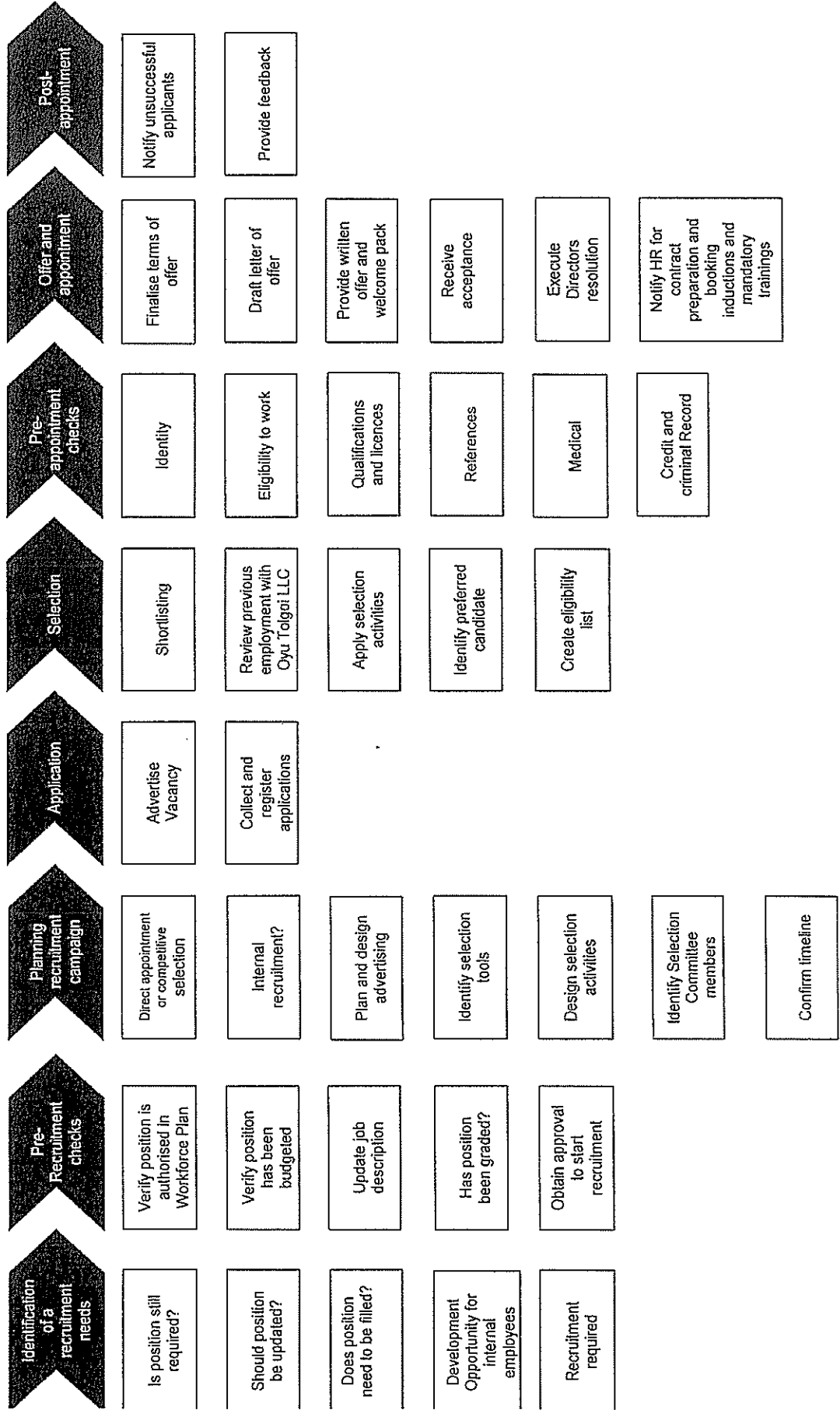
3. Stakeholder Engagement

During the development of this policy, all key stakeholders in have been consulted and provided input where needed.

This stakeholder engagement will be different for each document, but for this policy the following key stakeholders were consulted prior to approval:

- Bayarmaa Shuuvai – Manager Human Resources Services and Support
- Nadia Sodnom – Principal Advisor Employee Relations and Strategy
- Munkh-Orgil Lkhaasuren – Manager Labor and Employee Relations
- Navchaa Tegshjargal – Senior Lawyer
- Enkhzaya Batzorig – Acting Manager Human Resources Services and Support
- Erdenebileg Jugjinnorov – Specialist Employee Relations

4. Competitive Recruitment and Selection Process Summary Diagram





Document Information

File Name	HR-A2: Recruitment and Selection
Description	Establishes a fair and equitable recruitment process so that the highest quality candidates are selected for the role.
Original Author(s)	Nicolas Saunders
Creation Date	April 2013

Revision History

Version	Revision Date	Author(s)	Revision Notes
1	Jun 12, 2017		Revised the whole procedure
2			
3			

Document Approval

Date	Approver Name	Approver Signature	Company Seal Stamp
<i>July 18, 2017</i>	<u>OT Policy Owner:</u> Michael Gavin General Manager People and Organization		
<i>July 18, 2017</i>	<u>Policy Approver:</u> Armando Torres Chief Executive Officer	