



OPEN DOOR POLICY

Steppe Gold LLC (hereinafter “Company”) is aiming to implement “Open door policy” to create the conditions and opportunities for all our employees to work in favorable and positive environment.

In accordance with the “Open door policy” all employees of the Company shall openly express any work-related issues, proposals, requests, initiatives to direct managers/supervisors and shall collectively attempt to resolve the concerned issues. By implementing the “Open door policy”, mutual trust is created among all employees of the Company, feedback communication is improved, and basic conditions are created for solving any issues easily and rapidly.

Within the scope of “Open door policy” employees are encouraged to have the following rights during their employment and labor relations;

- ▶ Receive advice, recommendations;
- ▶ Ask questions;
- ▶ Give their feedback;
- ▶ Express complaint;
- ▶ Request for a resolution of domestic dispute or conflict;
- ▶ Apply to another manager if an employee is fearful of own supervisor;

All head of departments, managers/superintendent shall be obliged to obey following responsibilities:

- ▶ Take immediate and careful attention to employee’s issues;
- ▶ Resolve problems;
- ▶ Prevent such problem from being repeated;
- ▶ Look for opportunities to improve processes;
- ▶ Strive for mutual trust and collaboration culture in daily communication.

This policy shall enter into force from 23, May 2023. Amendments to this policy shall be approved by Chairman and CEO prevail equally.

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Chairman and CEO