

COMMUNICATIONS POLICY

Global Civil and Mining is an integrated civil and mining service providing surface mining, mine site construction and surface miner rebuilds.

Our Scope is to provide *Surface Mining Operations and Maintenance of Surface Mining Plant*.

The primary purpose for which Global Civil and Mining provides access to internet and email is to assist employees and contractors in carrying out the duties of their employment. No employee or contractor may use internet and email in such a way as to significantly interfere with the duties of their employment or to expose Global Civil and Mining to significant costs or risk of liability.

Internet and email access provided by Global Civil and Mining must not be used for:

- Illegal purpose.
- Personal commercial purposes.
- Disseminating GCM confidential information, data, intellectual property, employee personnel details.
- Knowingly causing interference with or disrupting any network, information service, equipment or any user.
- Accessing, downloading or distributing content that may be deemed offensive or that discriminates against any person by virtue of any protected classification including race, gender, nationality, marital status or religion.
- Accessing, downloading or distributing content that contains pornography, pornographic jokes or sexually suggestive pictures.

Global Civil and Mining owns any communication sent via company email or that is stored on company equipment. Additionally, each employee should know that the company runs software which monitors, and logs websites visited and duration spent on sites. Management and other authorised staff may exercise the right to access any material in your company email or on your company computer at any time.

Except where agreed between Global Civil and Mining and the employee private mobile phones must be kept on silent and only used in the workplace in an emergency.

This Policy applies to all personnel engaged in activities under Global Civil and Mining's operational control. Global Civil and Mining Management will use their influence to promote this Policy. Global Civil and Mining will adapt to the higher-level procedure that is applicable to the site standards.

Global Civil and Mining will review this policy annually.



Kane Blackburn
Managing Director
28th February 2022