

# SOCIAL MEDIA 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*.

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include social networking sites, blogs, message boards, chat rooms, online forums, personal websites and other sites and services that permit users to share information with others in an ethical, acceptable and appropriate manner. The following principles apply to professional use of social media on behalf of Global Civil and Mining (GCM) as well as personal use of social media that may affect employee job performance, performance of others, GCM business interests and linked to employee's employment.

- Employees must adhere to all Company Policies, including the Respect Charter and Harassment Policy and must refrain from any abusive, discriminatory, harassing, bullying or offensive behaviour towards colleagues, customers or clients. This includes items that could be viewed as derogatory or disparaging.
- Employees should be aware of the effect their actions and postings may have on GCM and their own brand and reputation. Information that employees post or publish may be public for a long time and may become visible to our clients and competitors.
- GCM may observe content and information made available by employees through social media. Employees should use their best judgement in posting material that is neither inappropriate or harmful to GCM, its employees, or clients.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees must check with management.
- Social media networks, blogs and other types of online content can generate media attention or legal questions for GCM. Employees must refer these inquiries to GCM management.
- Employees must get appropriate permission before referring to, or posting images of, current or former employees and clients.
- Social media use must not interfere with employee's responsibilities at GCM. GCM's computer systems are to be used for business purposes only. Use of social media for business purposes is allowed e.g. LinkedIn. Use for non-work purposes must only be used on a designated break.

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.



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