

Approved
by Board:

September 23, 2020



SOCIAL MEDIA POLICY

RIO2 LIMITED

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Effective

Purpose

The objective of Rio2 Limited (together with any subsidiaries, the “**Corporation**”) in creating this Policy is to outline your responsibilities and obligations regarding both personal and professional usage of social media applications.

This Policy applies to all employees and contractors of the Corporation.

Social Media

Social media applications consist of web-based tools for sharing user-generated content and connecting with other users. Some examples of social media applications include social networks (such as Facebook and LinkedIn), blogs, micro-blogs (such as Twitter and Flickr), forums, wikis and others.

Corporation Social Network Pages

The Corporation maintains its own social network pages and applications. You must not add, modify or delete content on the Corporation’s social network pages or applications unless you have been specifically authorized by your manager to do so. These social media pages are managed by the Corporation’s CEO.

Other Postings

You must not make any statement on behalf of the Corporation or post any content on behalf of any of the Corporation without first obtaining permission from your manager. Also, you must not represent or suggest that any content you post is endorsed by the Corporation, and you must not use any of the Corporation’s trade-marks, logos, email addresses, letterhead or other indicators without prior approval from your manager.

Disclosures

Your use of social media must comply with all of your confidentiality obligations to the Corporation. For example, you must never disclose any confidential or undisclosed information of the Corporation, or any other information that is or may be proprietary, confidential, privileged or in any way sensitive. For more detailed guidelines on confidential and personal information, you should refer to the Disclosure and Confidentiality Policy which you agreed to comply with as a condition of your employment, contractor or other relationship with the Corporation.

Disparaging Content

You must not post any disparaging or inaccurate content about the Corporation, its clients, management or associates on any social media or other locations. If you become aware of any disparaging or inaccurate

content regarding the Corporation, please report it immediately to your manager. For additional guidelines on protecting the Corporation's brand and reputation, you should refer to the Corporation's Code of Business Conduct and Ethics.

Other Policies

Other Corporation Policies apply to your use of social media. Such Corporation Policies include but are not limited to the Corporation's Code of Business Conduct and Ethics, Disclosure and Confidentiality Policy and the employment or contractor agreement that you signed. You must not post anything that would violate other Policies and Codes of the Corporation, including sexually explicit or pornographic images or messages, ethnic slurs, racial epithets, or anything that may be construed as harassing, threatening, or disparaging the Corporation or others.

Work Photos and Videos

You must not post photos or videos that include images of the Corporation's sites, facilities or personnel without obtaining prior permission from the Corporation and those personnel.

Personal use of social media at work

During authorized breaks, you may occasionally use social media for personal activities at the office or through the Corporation's systems, as long as such use does not violate your obligations under this Policy, the Corporation's Disclosure and Confidentiality Policy, or any other Corporation Policies and Codes, and does not interfere with your responsibilities or productivity. However, your activities may be monitored and recorded, as described below.

Monitoring

The Corporation may monitor, record, access, use and disclose information regarding your use of the Corporation's technology, including all social media postings and activities made through the use of any of the Corporation's equipment, network connections or other systems, to ensure compliance with the Corporation's Policies and Codes and for other legitimate business reasons.

Use of Social Media on Personal Time

The Corporation expects a duty of loyalty from you, even in respect of your use of social media on your own time. You must ensure that your use of social media outside of work does not adversely affect your job performance, other employees' job performance, the Corporation's business interests, or the Corporation's commitment to provide a work environment free of discrimination and harassment.

If you post any content online that could identify you as an employee or contractor of the Corporation, you must use good judgment and conduct yourself appropriately and in a manner consistent with the Corporation's Policies.

Personal Opinions

You must ensure that your personal opinions are not attributed to the Corporation. If your own social network posting identifies you as an employee or contractor of the Corporation or discusses the Corporation, or if someone would reasonably assume you represent the Corporation, then you should

write in the first person and make it clear that you are speaking on your own behalf. Include a disclaimer such as: *“The views and opinions expressed here are my personal views and do not necessarily represent the positions, strategies, or opinions of the Corporation.”* You must also ensure that your own social network postings comply with the other parts of this Policy, whether or not you include this disclaimer. In addition, you must use good judgment regarding posts and remember that anything you say can reflect on the Corporation, even if you do include a disclaimer.

Furthermore, you should never provide references for employees, contractors, or other stakeholders, or comment on the Corporation’s competitors, because those references and comments can be attributed to the Corporation and create legal liability for you and for the Corporation.

Consequences for Non-Compliance

Failure to comply with this Policy will be grounds for discipline, up to and including termination for cause of your employment, or contractor agreement.

Acknowledgement and Confirmation

I hereby acknowledge and confirm that I have read, understand and agree to comply with the terms in this Policy and that the terms are fair and reasonable.

Name of Employee/Contractor:

Signature of Employee/Contractor

Date Signed
