

## Social Media Policy

### The Purpose of this Policy

Whilst social media can be used to strengthen the Company's brand and overall image of the business, work-related issues or inappropriate content being placed on social media can adversely affect the Company, a customer, client, colleague or others.

The purpose of this Policy is to ensure that you understand your obligations when using social media and are informed of the importance of managing the risks associated with the use of social media that may:

- impact the reputation of the Company;
- impact the safety of its employees; and
- result in a breach of the Company's Code of Conduct, policies or procedures.

The information that you post or publish may be public information for a long time. It is critical that you exhibit a high standard of professional conduct in relation to your social media usage, in order to maintain customer, client and public confidence in the Company's operations at all times.

### Definitions

**Company** or **we** means Cyprium Metals Ltd and its subsidiaries.

**Company Device** or **Company Devices** means an electronic communication device owned by the Company and includes, but is not limited to, a Company Mobile Phone, smart phones, cameras, computers, laptops, iPads, tablets, etc.

**Content** means the information that is put onto social media sites, which includes text, audio, video, images podcasts and other multimedia communications.

**Personal Device** or **Personal Devices** means an electronic device owned or used by an employee and includes, but is not limited to, mobile phones, smart phones, cameras, computers, laptops, iPads, tablets, pagers, iPods, MP3 players etc.

**Social Media** includes the various internet-based applications that allow the creation and exchange of user-generated content. Social media enables individuals to communicate via the internet, sharing information and resources. Social media sites and services include, but are not limited to:

- social networking sites (eg Facebook, Instagram, Snapchat);
- professional networking services (eg LinkedIn);
- video and photo sharing websites (eg YouTube, Instagram, Tik Tok);
- micro-blogging (eg Twitter);
- forums and discussion boards (eg Google Groups);
- online collaborations (eg Wikipedia);
- podcasting;
- blogs including corporate blogs and personal blogs; and
- blogs hosted by traditional media outlets.

**Work Email** means the Company work email address assigned to employees of the Company.

## **Social Media Policy**

### **Scope**

This policy applies to all Board members, officers, managers, employees, contractors and consultants (Personnel).

### **Relevant Policies**

This Policy must be read with the Company's Code of Conduct, Our Values and all policies and procedures.

You must comply with the Company's Code of Conduct, Our Values and other policies and procedures even when material is posted anonymously or using an alias or pseudonym.

The Company reserves the right to conduct ongoing surveillance of the use of Company Devices, Work Email, and Internet usage at any time.

### **Restrictions on the Use of Social Media**

The use of social media on a Company Device or Personal Device, or any other device during work hours is prohibited, unless you have authorisation for work-related use, or have been given authorisation from the Company for any other use.

Any work-related social media usage (i.e., work group communications, chats, forums, posts etc.), must comply with all of the Company's Code of Conduct, policies and procedures.

Any content that can be seen to damage or negatively impact the Company's reputation is prohibited.

You must not at any time make any comment on social media relating to any of the Company's clients and/or customers.

You must obtain your Manager's approval before referring to or posting images of current or former employees, members, vendors or suppliers. You must have appropriate permissions to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

We reserve the right to direct that inappropriate content in breach of the Company's Code of Conduct, policies and procedures, that may or may not be work-related, be removed from your social media.

Cyprium related social media accounts are to be kept separate from personal social media accounts.

We reserve the right to observe any content and information made available through social media.

### **Inappropriate Use of Social Media**

Inappropriate use of social media includes, but is not limited to:

- Using a Company email address to register personal social media accounts;
- Conducting private business which gives rise to a conflict of interest or is likely to bring the Company's business, directors, employees or customers into disrepute;
- Using discriminatory, defamatory, abusive, threatening, harassing, unlawful, obscene or otherwise objectionable language/comments in content, or language/comments that may create a hostile work environment;
- Accessing, downloading or transmitting any kind of sexually explicit material, violent images including graphic images, and/or anything relating to terrorism;
- Compromising the privacy of any person; and
- Accessing, downloading or transmitting any material that is deemed to be illegal under State or Commonwealth law.

## **Social Media Policy**

### **Bullying and harassment**

Just as bullying and harassment will not be tolerated in the workplace, nor will it be tolerated where it occurs on social media. This is regardless of whether it occurs on duty or outside of work hours.

You are not to post any adverse or critical content either directly or indirectly about the Company, another employee or other individual, during or outside of work hours on social media including but not limited to, content which is offensive, obscene, bullying, discriminatory, hateful, racist, sexist, abusive, harassing, threatening, defamatory or otherwise unlawful.

### **Confidentiality of Information**

You are not to divulge or discuss any confidential, private or personal information obtained as an employee of the Company on social media. This includes information regarding the Company's operations, business, clients, services, employee changes, prices, financial position, security, or activities.

You are not to identify any other employee, or employee of the Company's clients or customers, or publish personal details or images on social media about another employee without his or her permission.

### **Breach of this Policy**

A breach of this Policy may result in disciplinary action being taken against you, up to and including termination of employment.

A breach of this policy may also result in legal action being taken against you, which may amount to civil proceedings or you being charged with a criminal offence. Where this is the case, you may be personally liable for breach of this Policy.

### **Security risks**

Social media sites can contain a significant amount of personal information. Accordingly, it is in the best interests of employees to ensure appropriate and effective security and privacy settings are established, where available, to allow only restricted access to their sites. Employees, however, need to be mindful that regardless of the security and privacy settings, content may still be made public (eg a contact may cut and paste comments onto another site) or may be illegally accessed by cybercriminals.

Furthermore, unintended invitees may gain access to a social network site through a linked association (eg friend of a friend). Some individuals and organisations, including criminal organisations, use social media to mask their true identity and obtain personal information.

It is recommended that employees exercise caution with respect to the type of information that they post on such sites and refrain from posting information such as email addresses, home addresses, date of birthday and phone numbers.

### **Further Information**

If you have any concerns or questions about this policy, please speak with the Company Secretary.

Any inquiries relating to press and media attention or legal questions arising from social media use should be referred to the Company Secretary.

### **Changes to this Policy**

The Company may, at its sole discretion, change this Policy from time to time. Any updated versions will be communicated by email to the Company email account of each employees and will be effective from that date.