

GREEN RESOURCES AS
COMMUNICATIONS AND IT POLICY
REVISED MAY 2022

Preamble

Green Resources aspires to be a leader in the Forest Industry in (East) Africa and to achieve this goal, we are committed to bringing international best practices into our Communication and IT Systems. The company strives to continuously train and develop staff in the use of technology and to provide efficient IT services for enhanced productivity, protection of company assets and value addition to all our stakeholders.

Policy

To achieve this, Green Resources will implement systems to ensure that business functions progress without any loss of company data or infrastructure and upholding network security standards. The Company will operate according to the following principles:

- **Company IT Infrastructure:** We strive to adopt the latest systems to ensure ICT functionality and security is available. International standardised best practices will be followed in our Communication & IT Systems. Any unauthorized, deliberate action to damage or disrupt company equipment, including IT systems and infrastructure will result in disciplinary action.
- **Access:** Security and access shall be implemented in all operations and offices that belong to the company throughout our operating countries and consider the needs for information by company stakeholders including the Board and owners. Access will be given for access to the company network and communications systems, including both internal and any external networks. The responsibility of all actions taken while using user ID's will fall on the authorized stakeholders given approval for the user ID's.
- **Emails Usage:** The Company's e-mail system will be maintained and used to promote communication both within the organization and externally on business matters. It should not be used in breach of any of the Company's policies. The user is responsible for ensuring confidentiality of transmission in such circumstances. All material contained on the email system belongs to the Green Resources and users should consider messages produced/received by them on Green Resources account to be secure.
- **Data Storage and Protection:** Facilities will be made available for data storage and protection and these will include regular back up services, and online backup platform(s) to be identified and maintained.
- **IT and Communication Competence:** We recognizes the importance of IT and Communication competence for information sharing, productivity and the "collective memory". The company is committed to provide suitable IT equipment and training, recognizing that on-the-job one-to-one training is the most effective way to ensure a broad base of competence.
- **Internet Access and Usage:** Users accessing the internet do so at their own risk and the Company is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks users should refrain from accessing sites that contain material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful.

Our Systems Define our Business

In order to remain competitive and viable in our industry, we will continuously upgrade our IT and Communications systems to ensure a productive and cooperative work environment.

A handwritten signature in black ink, appearing to read "Hans Lemm".

Hans Lemm
Chief Executive Officer