

	<p align="center">Royal Road Minerals Ltd Corporate Information Technology and Use Policy</p>	<p>Date of issue: 1 July 2023</p>	<p>RRM - POL - 011</p>
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CORPORATE INFORMATION TECHNOLOGY AND USE POLICY

This policy defines the general guidelines applicable to the use of technological equipment, handling and protection of information, as well as the availability of tools and software of the organization.

I. SCO

This policy applies to all employees, contractors and any person who has a formal relationship with Royal Road Minerals ("RRM") and/or its controlling or related companies.

II. COMPETENCE

Management is in charge of leading, managing and controlling everything related to the organization's information technology services requirements.

III. COMPLEMENTARITY

The provisions contained in the contracts, regulations, manuals and other documents and procedures established by RRM are an integral part of this policy and, therefore, constitute complementary rules.










IV. SUPPORT AND MAINTENANCE OF IT RESOURCES AND SERVICES

- ☞ All support and maintenance service requests must be registered through the Management e-mail, where the request must be registered in detail.
- ☞ Requests for support and maintenance services originated by suppliers or external personnel must be previously authorized by the area and/or person in charge of the contract, who will make the request in detail to the Management e-mail.
- ☞ At the request of the Management, each employee must provide the assigned computer equipment if it is required to carry out support and maintenance work.
- ☞ Intervention of any kind on computer equipment, tablets, printers, scanners, GPS, satellites, positioners, breathalyzers, detectors and/or any company equipment by third parties not authorized by Management is prohibited.





V. USE OF INFORMATION RESOURCES AND SERVICES

- ☞ Any person using RRM computer equipment shall use the software programs established by the company and within the licensing terms and shall be responsible for their correct use.
- ☞ Software must always conform to the terms of use and licensing established by the manufacturer, including trial versions.

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-  Any person who becomes aware of any improper or unauthorized use of software or documentation related to them, must report it to the Management.
-  Whoever requires the use of a software license must make the request in advance to Management, prior authorization of each area manager and/or contract manager.
-  It is forbidden to make use of any software not authorized by Management on company computers and servers.
-  It is forbidden to install software on the company's computer equipment by personnel other than Management or those entrusted by Management for that purpose.
-  The use of third-party software is only authorized, if the respective licensing process is previously carried out by the Management.
-  Reproduction of software programs and related documentation is not authorized, except for backup purposes.
-  No employee, third party or contractor may install, uninstall, renew, or update software by any means (Internet, CD, USB, among others) on the company's computer equipment. The Information Technology Management is the only one authorized to install, renew or update software programs.
-  The corporate e-mail account is personal and non-transferable and should only be used for business purposes.
-  The activities carried out on corporate e-mail accounts are the responsibility of the user to whom they are assigned, so they must safeguard and not disclose access information to others.

VI. INFORMATION SECURITY AND BACKUP

-  The VPN Service is intended to allow a secure connection from anywhere to the company's resources and information, for which use, and access must be personal and non-transferable.
-  Access to the VPN is for work purposes only, so each user must refrain from sharing access to it with unauthorized persons, and it is the user's direct responsibility to use it correctly.
-  Management, through RRM, oversees backing up the VPN information, as well as the information contained in the Drive, who, together with the unit in charge of the process, will establish the type of data to be backed up and the frequency of backups.
-  Access permissions to computer resources and network services must be requested and approved only by the heads of each area and implemented by Management.

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- ☞ The head of each area is responsible for authorizing and requesting access to VPNs, folders, or shared sites through Management, who will evaluate the request and feasibility.
- ☞ Management may monitor the use of a VPN account to protect company information.
- ☞ The area manager must request the activation and inactivation of an account when the employee and/or third party is no longer active in the company, for which he/she will inform Management.
- ☞ It is the responsibility of each employee and/or user with access to the VPN to enter, update and manage the information under their responsibility daily, in accordance with the parameters established by each area.
- ☞ Any detriment, damage and/or harm resulting from the user's misuse of the VPN service is the user's direct responsibility.
- ☞ Attempting to access another user's account is prohibited.
- ☞ Transfers of large volumes of data are prohibited, especially if they occur on a continuous basis, unless authorized by management.
- ☞ Failure to comply with any of the guidelines of this policy shall be cause for immediate suspension of the VPN service, without prejudice to any labor and/or contractual consequences that may arise.

VII. BUDGET AND PROCUREMENT OF INFORMATION TECHNOLOGY RESOURCES AND SERVICES

- ☞ It is the responsibility of each requesting area, for the acquisition of new software and/or equipment, to provide detailed information on the same, as well as prior authorization for its purchase.
- ☞ All requests for renewal, software acquisition or new licenses must have the authorization and justification (e-mail) of the area manager attached.
- ☞ Requests for computer equipment will be evaluated and approved or rejected by Management, considering the following criteria:
 - useful life of the computer equipment, defining in each case whether to purchase a new one or to improve the current one, in line with the position and functions of the person who will use the computer equipment.
- ☞ Purchases of external hard disks or other types of data storage that are not centrally managed by Management are not authorized, and their use must be restricted so that in no case the company's information is at risk.

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VIII. NON-COMPLIANCE

The employee, contractor and/or related third party who fails to comply with any of the guidelines established in this document or any of its complementary rules, shall be subject to the economic, labor and disciplinary consequences that may arise.

In any case the breach of any of the prohibitions will be the sole responsibility of the offender and in no case the company will be responsible for this and may have repercussions in any act where its good name is affected.

The procedure to establish the non-compliances referred to in this chapter shall guarantee due process as appropriate.

IX. EFFECTS

As of the effective date of this document, any provisions, regulations, or manuals that may have been adopted previously on the same subject matter shall be null and void, without prejudice or affecting any complementary provisions that may be in effect at that date.

X. UNFORESEEN SITUATIONS

Any situation not foreseen in this document will be resolved in the first instance by the head of the area and in the second instance by Management.