

Acceptable Use of ICT Resources Policy

Hastings Technology Metals Ltd (Hastings or the Company) is committed to responsible use of its information, hardware, software, network access and infrastructure (collectively referred to as information and communications technology (ICT) to protect other users, data and information stored on Company ICT. ICT is provided to assist in the performance of work, provide timely access to sources of information and to facilitate business communications.

The purpose of this policy is to provide general obligations and responsibilities, prevent misuse of ICT resources, set out the access, monitoring and record keeping of ICT resources required by personnel, and identify the consequences of breaching this policy. This policy and associated guidelines should be read alongside all Hastings policies including the Code of Conduct and Information Technology Security Policy.

All personnel utilising ICT must:

- Use ICT in a responsible, ethical, non-offensive, non-discriminatory and legal manner.
- Only access the Hastings systems from approved devices unless a written exemption has been provided.
- Ensure compliance with Non-Disclosure Agreements in the release of information that is not publicly available.
- Limit personal use of ICT, with any such use being at the risk of the user.
- Not use ICT in connection with commercial or personal advertisements, political materials or propaganda, promotion of an individual's personal interests, or to adversely affect Hastings' reputation in any way, Hastings' intellectual property, or Hastings' operating efficiency.
- Not compromise the security of Hastings information or systems.
- Not use ICT resources to harass and or bully other users.
- Report potential information and/or cyber security threats/vulnerability to the IT department.
- Ensure all confidential papers, documents and material are stored and classified in a manner to prevent casual access or oversight by unauthorised individuals.

Hastings reserves the right to monitor, inspect, or search all ICT with or without the consent, presence, or knowledge of personnel, provided it does not contravene the law. Any breaches of this policy shall be investigated and may result in disciplinary action.

This policy applies to all Hastings personnel including employees, contractors and subcontractors, authorised visitors, and anyone else permitted access to Hastings' ICT.



Charles Lew
Executive Chairman

Approved by the Board (20 September 2023)