



INTEGER WEALTH GLOBAL

POLICY DOCUMENT - 20200307/01

Communications Policy

07 March 2020

Purpose

The purpose of this policy is to establish procedures for the regulation of communication within Integer Wealth Global (IWG) in order to ensure transparency, accountability, and proper record-keeping.

Scope

This policy applies to all employees, contractors, and stakeholders involved in IWG's operations.

Principles

- **Transparency:** All communication should be open, honest, and transparent.
- **Record-Keeping:** All communication must be documented and retained for audit purposes as well as for our own official and/or regulatory record keeping.
- **Liaison Office:** The Liaison Office shall serve as the central repository for all communication records.

Procedures

1. Email Communication:

- 1.1 All official email correspondence related to IWG's business must be copied to the Liaison Office.
- 1.2 Employees should use their official IWG email accounts for work-related communication.
- 1.2 Confidential information should not be shared via email unless encrypted.

2. Meetings and Calls:

- 2.1 Meeting minutes, summaries, and call recordings must be shared immediately with the Liaison Office. This is important to ensure that the Liaison Office will be able to effectively and accurately fulfil its responsibilities in terms of the above Principles of this Policy. Failure to adhere to this may result in liability for any loss or damage that IWG may suffer.
- 2.2 Participants should document key decisions and action items during meetings.

3. Instant Messaging and Chat Platforms:

- 3.1 Use official IWG-approved platforms for work-related chats.
- 3.2 Archive chat logs regularly and share them with the Liaison Office.



4. Social Media and External Communication:

- 4.1 Employees representing IWG on social media or external platforms must follow IWG's communication guidelines.
- 4.2 Any official statements or announcements require approval from the Liaison Office.

5. Exceptions:

- 5.1 Personal communication unrelated to IWG's business is exempt from this policy.
- 5.2 Urgent matters may only be communicated without immediate copying to the Liaison Office, provided that the relevant documentation must be provided to the Liaison Office as soon as what is reasonably possible.

6. Enforcement

- 6.1 Failure to comply with this policy may result in disciplinary action and/or liability for any damage suffered by IWG as a result of the non-adherence of this policy.