



# BlackOak Energy LLC

## Use and Protection of Corporate Assets Policy

*Approved by: Executive Leadership Team*

*Effective Date: January 1, 2025*

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### 1. Purpose

BlackOak Energy LLC (“the Company”) is committed to safeguarding its assets to ensure operational effectiveness, financial integrity, and long-term value creation. This policy establishes the responsibilities and standards expected of all personnel to ensure the appropriate use, protection, and stewardship of the Company’s physical, digital, financial, and intellectual property assets.

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### 2. Scope

This policy applies to:

- All employees, officers, directors, contractors, and third parties acting on behalf of BlackOak Energy LLC
- All business units, subsidiaries, and joint ventures under operational control of the Company
- All types of assets owned, leased, licensed, or otherwise controlled by the Company

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### 3. Definition of Corporate Assets

Corporate assets include, but are not limited to:

- **Physical assets:** Equipment, vehicles, vessels, tools, materials, infrastructure, and real estate
- **Financial assets:** Company funds, credit, accounts, and records
- **Digital assets:** IT systems, software, data, emails, and cloud-based services
- **Intellectual property:** Patents, trademarks, copyrights, trade secrets, and proprietary knowledge
- **Reputation and brand:** The Company’s public image and trust with stakeholders

#### 4. Acceptable Use of Company Assets

- All Company assets must be used **only for legitimate business purposes** and in accordance with applicable laws, internal controls, and ethical standards.
  - Personal use of Company resources (e.g., phones, email, or internet) should be **minimal and not interfere** with job responsibilities or incur cost to the Company.
  - Company vehicles, fuel, tools, and equipment must be **used responsibly, maintained properly**, and **not misappropriated** for personal gain.
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#### 5. Protection and Security of Assets

All personnel are responsible for:

- **Preventing loss, theft, damage, or misuse** of Company property
  - **Safeguarding confidential and proprietary information**, including customer data, vendor pricing, and operational insights
  - **Complying with cybersecurity protocols**, including the use of secure passwords, system access controls, and incident reporting procedures
  - **Reporting any suspected fraud, unauthorized use, or policy violations** to management or the Company's compliance function
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#### 6. Information and Intellectual Property

- All intellectual property developed or acquired in the course of employment belongs to the Company unless otherwise contractually stated.
  - Personnel must **not disclose trade secrets or confidential information** to unauthorized individuals or external parties, both during and after their employment.
  - Unauthorized copying, reproduction, or distribution of Company materials or software is strictly prohibited.
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#### 7. Use of Financial Assets and Funds

- All financial transactions must be conducted in accordance with the Company's internal controls, accounting policies, and relevant regulations.



- Use of company credit cards, purchase orders, or expense accounts must be for **authorized business expenditures only** and **fully documented**.
  - Misrepresentation of expenses, falsification of financial records, or use of funds for personal benefit is grounds for disciplinary action, up to and including termination.
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## 8. Monitoring and Enforcement

- The Company reserves the right to **monitor the use of its assets**, including electronic communications and systems, in compliance with applicable privacy laws.
  - Any violation of this policy may result in disciplinary action, legal consequences, or financial recovery of misused or damaged assets.
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## 9. Employee Responsibilities

All employees are expected to:

- Exercise **reasonable care** when using and handling company property
  - Immediately report any loss, damage, or suspected misuse to their supervisor or compliance officer
  - Protect the Company's assets as if they were their own—because misuse ultimately impacts all stakeholders
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## 10. Review and Revisions

This policy will be reviewed annually and updated as needed to reflect technological, legal, or operational changes.

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