

## STANDARD PROCEDURE INSTRUCTION

Title		SPI
<b>In-plant photography &amp; videography</b>		<b>19-4</b>
Department	Supersedes SPI Dated	Effective Date
<b>Corporate Affairs</b>	<b>New</b>	<b>April 12, 2013</b>

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# Taking photographs and video recordings on Vale property

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### 1. PURPOSE

Although the taking of photographs and video recordings is not permitted on Vale property, there may be times when it is permissible to do so. This SPI outlines those exceptions.

### 2. DEFINITION

2.1 For the purpose of this SPI, photographs are any visual still recording obtained through traditional photography, digital photography including cameras, cell phones and other devices.


2.2 For the purpose of this SPI, video recordings are any visual (with or without sound) motion recording obtained through traditional videotaping or filming techniques, digital filming including movie cameras, cell phones and other devices.

### 3. PROCEDURES AND APPROVAL

- 3.1 Employees may, and only with permission from their supervisor and co-workers or others who are pictured in the images, take photographs and video recordings of their work place, work processes or work environment when said photographs and video recordings will be used for training, auditing, presentations or reporting purposes. (See attached Release Form).
- 3.2 Employees wishing to use images for any other purpose (e.g. social media, advertisements, etc.) must also have written permission from the Manager of Corporate Affairs. Email approval is acceptable.
- 3.3 Contract employees may take photographs and video recordings of their work place, work process or work environment when said photographs and video recordings will be used for training or presentations for their internal audiences. Images may only be used for these purposes and only with permission of the manager in the department in which the contract employee works.
- 3.4 Visitors to the operation may take photographs and video recordings only along the designated tour route, and only with the permission of the tour guide who will be the liaison between employees captured in the image and visitor. Said images can only be used for the visitor's personal use and can not be shared via social media, advertisements, etc.
- 3.5 Visitors are not allowed to photograph or videotape any equipment or process that is considered proprietary.
- 3.6 No one is allowed to take photographs or videotape with bright lights, flashing lights or other fixtures which could distract operators and create a safety risk; unless prior arrangements have been made and all persons involved have had the chance to discuss the process in a risk management conversation.
- 3.7 All photographs taken on Vale property are considered the property of Vale and can be used by Vale as it requires.
- 3.8 Vale reserves the right to confiscate photographs or video recordings if it feels they are depicting inappropriate or unsafe acts, show proprietary information or put the company's reputation at risk.
- 3.9 Cell phone photography will not be possible in areas of the plant where cell phone use is restricted.



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Approved By	Title
<b>Lovro Paulic</b> 	<b>Vice President, Manitoba Operations</b>
Date	
