



520 NW 165th STREET Rd.101 MIAMI, FL ZC 33169 USA, 23 de December de 2025

Re: 050-POLICY-Confidencial-Destruction-Material

REVISED CORPORATE POLICY: SECURE DESTRUCTION OF CONFIDENTIAL MATERIAL & DIGITAL GOVERNANCE

Code of Good Practice - Mandatory

Attn: Directors, Technical and Support Collaborators of NZC Solutions SRL, Net Zero Carbon Solutions LLC, Net Zero Carbon Limited (collectively referred to as **NZC**).

The below policy also applies to NZC Solutions SRL (Argentina), AZ Energy SRL (Argentina), Net Zero Carbon Limitada (Brazil)

1. Purpose and Scope of Application

This policy provides mandatory guidelines for managing, controlling, and securely destroying confidential material. It now includes specific protocols for **Digital Security**, the responsible use of **Artificial Intelligence (AI)**, and **Cybersecurity for Remote Work** to ensure data integrity and prevent unauthorized access or reconstruction.

2. Digital Security & AI Usage Policy

- **Responsible AI Use:** Collaborators must not input confidential client data, proprietary technical calculations, or internal NZC intellectual property into public or third-party AI platforms (e.g., ChatGPT, Gemini) unless a secure, enterprise-grade instance is provided by NZC.
- **AI Output Validation:** Any technical output generated via AI must be reviewed by a human expert to ensure it meets NZC's standards for "technical excellence and integrity".
- **Data Minimization:** AI tools should only be used with anonymized data, when possible, to prevent the storage of sensitive information in external cloud environments.

3. Remote Work & Cybersecurity Protocols

- **Secure Access:** All remote work involving NZC or client data must be conducted via secure, encrypted connections (VPN) and multi-factor authentication.
- **Physical Security:** When working remotely, employees must ensure that physical confidential materials (plans, documents) are stored in locked containers and are never disposed of in domestic waste.
- **Digital Hygiene:** Remote workstations must be kept updated with the latest security patches, and the use of "public" or "unsecured" Wi-Fi for handling confidential material is strictly prohibited.



4. Terms & Conditions for Destruction

- **Destruction Standard:** Material must be reduced to a size that is indecipherable, illegible, and non-reconstructible (mechanical shredding/disintegration).
- **Digital Files:** It is mandatory to securely erase client information from hard drives, digital storage media, and cloud collaboration spaces once a project is complete.
- **Destruction of Digital Media:** Physical media such as USB sticks, SIM cards, CDs, and hard drives must be physically destroyed or wiped using industry-standard sanitization software.

5. Types of Confidential Material

1. **Physical:** Paper, plans, documents, and drawings.
2. **Physical Digital Media:** Video/sound tapes, memory sticks, USBs, SIM cards, CDs, DVDs, etc.
3. **Logical Digital Assets:** Files on hard drives, pre-installed programs, and data stored in cloud-based collaboration environments.

6. Environmental Commitment

Where possible, the residues of destruction must be recycled. When recycling is not feasible, the environmental impact and costs of alternative methods, such as incineration, must be evaluated to remain consistent with NZC's sustainability goals.

7. Safeguards and Client Delivery

- **Client Backup:** Prior to destruction, NZC directors may collect and deliver new information generated for a client as a safeguard. This delivery and subsequent immediate destruction must be documented.
- **Zero Retention:** No additional safeguards or copies are permitted to remain in the possession of NZC collaborators or support staff once a project is finalized.

NOTE 1: NZC's directors may, at their sole discretion, collect new information generated for the client (and which is their property) and deliver it to the client as a safeguard for the work entrusted to and carried out by NZC, prior to its destruction. Such delivery of the receipt (Backup) and immediate destruction will be documented with the client. No additional safeguards are provided in the possession of NZC's collaborators or support staff.

NOTE 2: Annexes may be listed below for compliance and adherence to this policy with respect to confidential information of specific clients, for whom projects limited in time and scope have been developed involving different disciplines, collaborators and commercial technical support personnel.

Policy Governance

- **Review:** This policy is subject to ongoing review and evaluation by NET ZERO CARBON SOLUTIONS Stakeholders.



- **Adaptability:** Modifications are made as necessary to respond to changing circumstances or the needs of the company and its subsidiaries.
- **Transparency:** Official policy statements are available online at www.nzcsolutions.com and www.geoengineering.solutions

Updated: December 23rd. 2025 (Based on initial 2022 and subsequent revision)

Authorized by: Walter Arias, Director Albert Ortiz, Technical Director

Walter Arias, Director, April 2022

Alberto Ortiz, Technical Director, April 2022