

### 1.0 Purpose

The values, ethics and confidentiality obligations that Total Energy Services Inc. (“**Total Energy**”) and its subsidiaries and affiliates worldwide (each a “**Division**” of Total Energy, where each Division and Total Energy are collectively and individually, as the case may be, the “**Company**”) expect their Employees to abide by in their professional lives also extend to their personal lives and interactions using Social Media, on and off duty. Company management has created this policy to outline expectations for Employee conduct while using Social Media, including participation on Company-Hosted Sites, restrictions on Social Media use involving the Company and personal Social Media use.

### 2.0 Scope

This policy applies to all Employees of Total Energy and its subsidiaries, including without limitation, Savanna Drilling Corp. (CDA), Savanna Drilling LLC (USA), Savanna Well Servicing Inc. (CDA), Savanna Well Servicing Corp. (USA), Bidell Gas Compression Ltd. (CDA), Bidell Gas Compression Inc. (USA), Spectrum Process Systems Inc. (CDA), Total Oilfield Rentals Ltd. (CDA), Total Oilfield Rentals Inc. (USA) and Savanna Energy Services Pty Ltd. (AUS). It applies to the use of Social Media at work and also applies to the use of Social Media outside of work, if the Employee’s Company affiliation is known or identified, or can be determined or presumed, or if the Employee’s behaviour can reflect negatively upon the Employee’s reputation at work or the Company’s reputation. It does not apply to content that is otherwise unrelated to Company. The provisions of this policy will always be applied and construed to be consistent with applicable laws, however if any provision is or becomes illegal for any reason, the applicable law will be followed.

### 3.0 Definitions

“**Company-Hosted Site**” means Social Media of any kind provided by Company for its business purposes.

“**Company Information**” means information in any form or media that is created or used by or on behalf of Company in the course and scope of its business, regardless of whether that information is maintained or stored by Company or others on Company’s behalf. Examples of Company Information include, without limitation, business records, personnel records, business information, financial information, customer, vendor or supplier information, confidential third-party information, intellectual property, photographs, audio and video recordings and business e-mail messages. Such information is proprietary to the Company.

“**Employees**” means all employees and for the purposes of this policy, consultants and other representatives of Total Energy and its Divisions.

“**Social Media**” means and includes any website or web-based service, application or communication tool, whether currently existing or invented or developed at any time, that permits social interaction or user-generated content and postings, including, without limitation, social networking sites such as Facebook, Instagram, YouTube, Snapchat, Twitter and LinkedIn that permit users to upload, post, receive or exchange content, by text, photographs, images, video or other means.

### 4.0 Employee Conduct While Using Social Media, On and Off Duty

**4.1 Prohibited Use.** Employees are prohibited from using Social Media for Company business-related purposes or in such a manner that discloses Company Information or identifies or reflects upon the Company or any person or entity connected with the Company, including without limitation, its Employees, customers and vendors, except as specifically authorized by the appropriate Division General Manager (“**Division GM**”) or Total Energy Vice President, Operations (“**VP Operations**”).

**4.2 Be Respectful.** Employees may not post or forward any commentary, content or images that are obscene, defamatory, pornographic, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity or create a hostile work environment. All Social Media conduct must be appropriate and not harmful to any person or entity. Misrepresentations made about the Company in Social Media should be reported to the appropriate Division GM or the VP Operations, and not dealt with directly. Employees are personally responsible for their posts and should be mindful that what is written may be public indefinitely.

**4.3 Comply with Company Policies.** In using any Social Media, Employees are expected to comply with all Company policies, including, but not limited to, Total Energy's *Code of Business Conduct, Disclosure Policy and Procedures, Trading and Reporting Policy and Information Technology Use Policy* as well as applicable Division policies regarding use of technology and prevention of workplace harassment, discrimination and violence. All rules that apply to other Company communications apply to permitted Social Media postings regarding the Company, including without limit, those rules governing respectful treatment of others in the workplace, confidentiality, privacy, security, trading of securities, and the safeguarding and proper use of Company assets.

**4.4 Protect Company Information and Company Logo.** Except as permitted by a Division GM or the VP Operations, Employees may not disclose Company Information on Social Media, including, without limitation, posting photos or video on Social Media that includes Company-branded items, including without limitation, PPE, trucks, rigs and clothing. In addition to other concerns, such postings may inadvertently disclose customer confidential information.

**4.5 Protect Company Reputation.** Employees must ensure that their Social Media postings do not reflect poorly on the Company's reputation. Employees may not vent workplace frustrations or conflicts or write disparaging remarks about the Company on Social Media.

**4.6 Do Not Communicate on Behalf of Company.** Except for those Employees who have been authorized by a Division GM or VP Operations to communicate on Social Media on behalf of Company, Employees must not represent that they are communicating the views of the Company or do anything that might reasonably create the impression that they are communicating on behalf of or as a representative of the Company. By virtue of their positions, Company executive, managers and supervisors have a special duty to ensure that their personal postings cannot be construed to be the position of the Company. When the Company wishes to communicate publicly to the marketplace or to the general public, it has well-established processes regarding disclosure, trading and reporting.

**4.7 Not to be Used for Company/Employee Communications.** Social Media is not an appropriate venue for Company communications to Employees, and as such Company management shall ensure that Social Media is not used for such internal business communications. Likewise, Employees must not use Social Media for internal business communications, including Employee to Employee communications.

**4.8 Do Not Record or Publish Without Permission.** Employees must always ask for the prior consent of other Employees if recording their picture, audio or video, and must obtain approval of the Employee and the appropriate Division GM or VP Operations prior to publishing any such recording on Social Media. Personal information about any person and conversations that were meant to be private must not be shared on Social Media.

**4.9 Do Not Link Social Media Accounts to Work.** Employees must keep personal and business accounts separate and may not connect personal Social Media accounts to work email addresses without approval from the Division GM or VP Operations or create Social Media accounts using Company's name or Company Information in their username. Personal Social Media accounts must never be used to conduct Company business.

**4.10 Do Not Allow Social Media Use to Impact Productivity.** Employees are permitted reasonable use of and access to Social Media at work, provided there is no negative impact on personal workplace productivity. It is suggested that Social Media usage be limited to lunch and break times.

**4.11 Protect Customers, Vendors, Competitors and Partners.** Customers, vendors, competitors and partners of the Company should never be quoted, identified (by use of their name, logo or otherwise), cited or obviously referenced without their specific authorization and that of the appropriate Division GM or VP Operations, as the Company is often under stringent obligations to not disclose and keep confidential information provided to us by such third parties or developed during our business relationship.

**4.12 Abide by the Law, Respect Copyright and Avoid Plagiarism.** Employees may not publish content or conduct any activity that fails to conform to any and all applicable laws. Everyone must ensure that they have appropriate permission to use or reproduce any copyrighted property, trademarks, service marks or other intellectual property of a third party, which may include, without limitation, text, photos, graphics, video or other material. When writing, Employees should never quote more than a few sentences, and generally should give credit to the source; linking to another's work where possible instead of copying.

### 5.0 Company-Hosted Sites


Employees must obtain approval from the appropriate Division GM prior to setting up any Social Media site as a Company-Hosted Site. All content published on Company-Hosted Sites is subject to this policy and approval by the appropriate Division GM. If and to the extent members of Company's communications, marketing, sales or other functions engaged in advocacy for Company have the authorization to participate in Social Media, they must identify themselves as such, and abide by this policy in all such communications.

### 5.0 Discipline for Violations

Employees should be aware that Company may without notice observe content and information made available by Employees through Social Media, on and off duty, without obtaining express permission. Online activity that violates this policy, Company's *Code of Business Conduct*, or any other Company policy may subject an Employee to serious consequences, including disciplinary action up to and including, without limitation, suspension without pay and immediate termination for cause and without notice. Company reserves the right to take legal action where necessary against Employees who engage in prohibited or unlawful conduct.

Questions regarding this policy may be directed to your Division GM, the VP Operations or the General Counsel of Total Energy Services Inc.

This corporate *Social Media Use Policy* is approved this 13<sup>th</sup> day of January, 2021.

  
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**Brad Macson**  
Vice President, Operations  
Total Energy Services Inc.