

Artificial Intelligence (AI) Use in the Workplace Policy

The company recognizes the potential for AI tools to increase productivity and innovation and enhance employee skills. We support the responsible use of AI Tools in a manner consistent with our commitment to safety, ethics, security, and compliance with all applicable laws and regulations. This Artificial Intelligence (“AI”) Use in the Workplace Policy (this “Policy”) provides employees, temporary employees, and consultants of the Company (“Personnel”) using the Company’s computers and/or devices for business purposes with guidelines for Personnel using AI Tools for authorized business purposes.

Definitions:

- “Algorithmic AI” or “AAI” is a technology that analyzes data with machine-learning algorithms and can make decisions or predictions based on the data.
- “AI Tool” is any app, software, or system that can independently change its own analytical methods and utilizes artificial intelligence (including GAI and AAI), machine learning, or other advanced algorithms to perform tasks, analyze data, or make (or assist in making) decisions. AI Tools may use GAI, AAI, or both.
- “Company” means and refers to Rayonier, Inc., together with its affiliates and/or subsidiaries.
- “Generative AI” or “GAI” is a technology that can create new content in response to Prompts, including but not limited to text, speech, and images (e.g., Google Gemini).
- “Prompt” means the input or instruction given to an AI Tool.

Scope of Policy:

This Policy applies to all of the Company’s Personnel in the course of their employment when using AI Tools for authorized business purposes. This includes dealings with third party agents and vendors. This policy also extends to the use of Personnel’s personal device(s) for authorized business purposes.

Compliance with Related Policies and Agreements:

This Policy works in conjunction with existing Company policies and is intended to add to, not contradict, limit, or replace, applicable mandatory rules, policies, legal

requirements, legal prohibitions, and contractual obligations, all of which remain in full force and effect. Any use of AI Tools under this Policy must comply with the relevant Company policies and legal requirements, including the Company's Code of Conduct, Mobile Device Security Policy, Confidential Information Policy, Protecting Confidential and Proprietary Information Policy, Covenant Against Disclosure and Assignment of Rights to Intellectual Property and the Website Privacy Policy.

Guidelines for Using AI Tools:

Approval: The Company must preapprove all AI Tools. Personnel can request the addition of other tools by providing a description of the intended use case and potential benefits to the Information Technology Director.

Responsible Use: AI Tools are powerful, but they are not replacements for human judgment. Before using or sharing AI Tool outputs, always:

- Thoroughly review all AI Tool outputs before using them or forwarding them to others inside or outside the Company;
- Ensure that they do not contain biased, offensive, or discriminatory content;
- Ensure that all AI Tool outputs are in compliance with Company policies;
- Ensure that they do not improperly use or disclose personal or confidential information; and
- Verify accuracy of reported facts with other trusted sources, especially when using GAI Tools like Google Gemini.

The Company may monitor Personnel use of AI Tools, whether accessed at work or elsewhere through telecommuting, to ensure that electronic communication systems and devices are being used in compliance with this Policy, federal, state, and local laws and regulations, and other Company policies.

Prohibited Uses:

Personnel are prohibited from using AI Tools to:

- Generate misleading, unethical, or otherwise harmful content;
- Engage in any form of harassment, discrimination, or illegal activities;
- Infringe the rights of others, including privacy and intellectual property rights;
- Replace human judgment in critical decision-making, especially those with direct impact on people (e.g., hiring, performance evaluations) without express approval; and
- Perform tasks that could compromise the Company's reputation or data security.

AI Audit Tools:

The Information Technology Director shall perform the following duties to facilitate the Company's compliant use of AI Tools:

- Implement a process to assess and monitor AI Tools for compliance with this Policy and relevant law, potential risks and responsible use;
- Review and update this Policy regularly to reflect changes in technology, law, or best practices;
- Keep accurate records of audits, determinations, and any communications regarding this Policy; and
- Consult with the Company's Legal Department regarding any legal issues raised by or during any activities referred to in this Policy section and escalate these issues to executive management, when necessary.

AI Training:

The Company recognizes that an informed workforce is the best line of defense. The Company may require Personnel to receive training concerning the potential benefits and risks associated with using AI Tools, and on the operation and use of approved AI Tools.

Reporting Non-Compliance with this Policy:

If you become aware of an actual or potential violation of this Policy, or have reason to believe that any of the following has been downloaded to or installed on the Company's networks, systems, or devices, you must promptly disclose this fact to the Information Technology Director, Human Resources, the Legal Department or to the VP, Audit & Compliance, together with any relevant documents and information:

- An unlicensed AI Tool, if usage requires a license;
- An AI Tool that has not been approved for use according to this Policy;
- An AI Tool that is used outside of an approved manner or scope;
- A circumstance where an AI Tool is generating an output which is: (i) erroneous, (ii) incomplete, (iii) misleading, (iv) offensive, (v) harassing, (vi) discriminatory, or (vii) violates any Company policy; or
- An AI Tool that poses an identified, unaddressed security risk or contains any material defects or malicious code. The Company prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this Policy.

Violations of this Policy:

If it is determined that any Personnel, regardless of position or title, has engaged in conduct in violation of this Policy, they may be subject to discipline, up to and including termination of employment.

Administration of this Policy:

The Company expressly reserves the right to change, modify, or delete the provisions of this Policy without notice. The Information Technology Director is responsible for the administration of this Policy. If you have any questions regarding this Policy or questions about the use of AI Tools in the workplace that are not addressed in this Policy, please contact the Information Technology Director.

Ownership of AI Tools:

Rayonier retains ownership of all AI models, algorithms, and technologies developed by Personnel during their tenure.

Conduct Prohibited by this Policy:

This Policy is not intended to restrict communications or actions protected or required by state or federal law.