

SOCIAL MEDIA POLICY

Reay Services Group is a pipeline construction, mining services, civil and trenching company that consistently delivers quality services to customers.

The Social Media Policy applies to all staff on the official use of all personal and professional social media, where employees have been authorised by Management to use RSG's Social Media accounts as a communication tool, to engage with the community, or to distribute content on behalf of RSG and also provides guidance to employees in their personal use of social media. Employees are reminded of their responsibilities under the RSG Code of Conduct policy, Community Relations policy and RSG Values, which apply when using social media, either professionally or personally.

The same high standards of conduct and behavior expected of employees also apply when participating online through social media. Online participation should reflect and uphold the values, integrity and reputation of RSG.

Comments, pictures or videos made from or to RSG and personal social media accounts must not:

Be of a bullying, obscene, defamatory, threatening, harassing, hateful or discriminatory nature of any form towards the company, management, colleagues, clients, suppliers or members of the public. Employees are reminded that any pictures or video's taken at any associated work sites, must have approval in order to do so.

Authorised employees for the use of Reay Services group's social media accounts must abide by the following principals;

Identity and authenticity – Always use an authorised RSG Account when responding to posts or messages.

Maintain confidentiality – Don't disclose or discuss official or classified information.

Protect and respect privacy – Don't share the private details of colleagues or company/client content.

Be impartial – avoid statements that advocate or criticise policies of government or political parties. Avoid conflicts of interest through endorsement or criticism of third-party providers, partners, products or services. Avoid expressions of personal opinion.

Be respectful – be courteous and polite. Be sensitive to diversity. Avoid arguments and don't make personal attacks. Do not post obscene, defamatory, threatening, harassing, discriminatory or hateful content.

Be accurate – make sure the information you publish is correct and state sources where appropriate.

Think first – review your content before you post it. Remember that you are responsible for your actions. You should consider the impact your activities could have on yourself and/or RSG. Use your common sense and best judgement. If you're not sure, check with your Manager first.

If in doubt, leave it out!

Breaches to this policy may result in appropriate disciplinary action.

This policy shall be reviewed on an as required basis and in accordance with QMS-REG-018 – HSEQ Audit Schedule.

Brett Reay
Managing Director

