

SOCIAL MEDIA POLICY

Policy Objective

This policy details **MCS Civil (NSW) Pty Ltd** approach to the use of social media for business development and marketing, recruitment, professional development, and personal use.

This policy encompasses all MCS projects.

This policy also applies to projects involving MCS which are being carried-out under a joint venture arrangement, where no other policy of this type exists.

Where applicable, MCS will also comply with the requirements of a client, principal contractor or joint venture partner's social media policy.

SOCIAL MEDIA USE

Managing

Staff can post content to MCS social media pages only when they:

- Understand they are representing MCS and adhere to MCS policies
- Understand posts are potentially permanent and are held to the same standards as other forms of communication
- Respect the privacy of colleagues and clients and show respect for their audience and good judgment in what they write
- Do not provide MCS's endorsement which may include but is not limited to support by MCS for an organisation, person, initiative or position without approval
- Do not disclose any privileged or confidential information
- Do not post anything that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, infringes copyright, constitutes a contempt of court, breaches a court suppression order, or is otherwise unlawful, or any other form of harassment or bullying
- Do not post anything that might cause damage to the reputation of the firm or its clients or disclose any confidential or secure information
- Do not comment on behalf of MCS unless they are authorised to do so gain any permission necessary to share MCS information, including any uploaded data from MCS systems
- Agree that the content and contacts made remain the property of MCS

Professional Use

- MCS encourages employees to use social media channels, such as LinkedIn, for professional development
- If you identify yourself on these channels as an employee of MCS, you must make it clear that any posts are made by you as an individual, not on behalf of MCS
- Any reference or endorsement of someone's experience, including that provided through media channels such as LinkedIn, is given by the individual as a personal opinion and must not imply to be the view of MCS
- Anyone with a LinkedIn account must update their profile when they leave MCS to reflect this



Personal Use

- MCS recognises that employees may use social media in their personal lives. This policy does not intend to discourage or unduly limit personal expression via online activities
- You should not have any expectation of privacy when it comes to content and information stored or posted in the social media environment as information may unintentionally enter the public domain
- Even when not discussing MCS related matters, if you engage in inappropriate conduct it may still impact your employment with MCS
- Employees and contractors are personally responsible for the content they post personally. If your posts can identify you as a member of MCS, you must not:
 - Post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, infringes copyright, constitutes a contempt of court, breaches a court suppression order, or is otherwise unlawful, or any other form of harassment or bullying, and
 - Post any material that might otherwise cause damage to the reputation of MCS Civil or its clients or disclose any confidential or secure information.

Access and Usage

Social media activities should not become a distraction during work hours. Non-work-related personal use of social media should not happen during working hours.

If staff become aware of any posts that may damage the reputation of MCS or its clients, they should immediately report it to their Senior Manager.

MONITORING

MCS Civil has the right

- To protect its business interests and confidentiality. This includes the right to monitor, capture, log and content filter all social media activities
- To remove, at its discretion, any brand damaging posts, or posts that are not in line with MCS policies
- To waive staff their right to privacy regarding anything they create, store, or receive via the MCS IT system

BREACH

A breach of this policy by a staff member will result in disciplinary action being taken, which, in serious cases, may lead to termination of employment or contract.

Signed By:

Christopher Murphy

Managing Director

Signature

30th September 2024

Date