

Splice Construction Ltd is committed to protecting their company's brand and public image through all medium's.

1. Aim

The Social Media Policy is to assist employees in understanding the expectations for appropriate behaviour and actions when representing or referencing Splice Construction Ltd as a company or brand in online communications, whether you are handling Splice Construction Ltd's account or your personal account.

2. Scope

This policy applies to all employees (permanent, part-time, or casual), Board Members, Contractors, Sub Contractors, and any person/s deemed to be representing Splice Construction Ltd.

This policy is not limited to just the workplace or work hours, it extends to any time a social media forum is being utilised to reference the company, its employees, or clients.

3. Key Elements

Using Personal Accounts:

Splice Construction Ltd. requires all employees to be careful when posting on social media. While we cannot restrict what you post we ask that you post responsibly, respectfully and with clarity as to who you are representing, mindful that you are an employee and have committed to always adhere to all company policies.

We would also caution you to avoid posting something that might make your collaboration with your work colleagues more difficult (e.g., harassment towards colleagues' beliefs).

Representing Splice Construction:

Only an approved administrator can post on company accounts and only once the post has been approved by the General Manager.

The administrator is expected to act carefully and responsibly to protect our company's image and reputation.

It is important to follow these guidelines when talking about Splice Construction Ltd., its employees, or clients whether it is through your personal account or the company account.

- Follow the terms and conditions on all social media sites.
- Avoid sharing intellectual property like trademarks and logos on personal accounts without approval.
- Do not include any personal information about employees.
- Do not post negative, discriminatory, defamatory, or inflammatory comments about Splice Construction Ltd., their clients, or employees.
- Avoid speaking on matters outside of your field of expertise.
- Ensure that only positive health, safety, and environmental site practices are shown in any media posts about Splice Construction Ltd.
- Do not post pictures or other information that implies someone has engaged in illegal conduct.
- Do not post anything that could create a real or perceived conflict of interest.
- Correct or remove any misleading or false content as quick as possible.

Any information that references a client's brand, name, images, or information must be approved by the client prior to being shared. No sensitive, private, or confidential company information (i.e., internal results, unannounced updates, pricing information or company strategy) is to be shared via social media.

4. Disciplinary Consequences

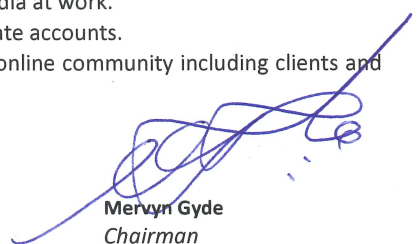
We will monitor all social media postings on Splice Construction Ltd's accounts.

We may have to take disciplinary action leading up to and including termination if employees do not follow this policy's guidelines. Examples of non-conformity with the employee social media policy include but are not limited to:

- Disregarding job responsibilities and deadlines to use social media at work.
- Disclosing confidential information through personal or corporate accounts.
- Directing offensive comments towards other members of the online community including clients and other employees.



Graeme Rush
Managing Director (Owner)



Mervyn Gyde
Chairman