

# SOCIAL MEDIA POLICY

Wilmot Pipelining recognises the use of social media in your personal life. This policy does not intend to discourage nor unduly limit your personal expression or online activities.

However, you should recognize the potent for damage that may be caused directly or indirectly to Wilmot Pipelining, your work colleagues or customers in certain circumstances via your personal use of social media when you can be identified as an employee of Wilmot Pipelining.

You are personally responsible for the content you publish in a personal capacity on any form of social media platform. When in doubt, you should seek guidance from your supervisor.

The purpose of this policy is to ensure that employees do not engage in online communication damaging to Wilmot Pipelining and/or colleagues and customers.

## SOCIAL MEDIA

Social media is distinct from traditional media such as newspapers, television and film. Social media may include (but is not limited to):

Emails, Social networking sites (e.g. Facebook, Myspace, LinkedIn), Video and photo sharing websites (e.g. Flickr, Instagram, YouTube), Blogs, including corporate blogs and personal blogs, Blogs hosted by media outlets (e.g. comments or your say feature), Micro-blogging (e.g. Twitter), Wikis and online collaborations (e.g. Wikipedia), Forums, discussion boards and groups (e.g. Google groups, Whirlpool), Vod and podcasting, Online multiplayer gaming platforms (e.g. World of Warcraft, Second life), Instant messaging (including SMS) and/or Geo-spatial targeting (e.g. Foursquare).

Depending on the circumstances, non-compliance with this policy may constitute a breach of employment obligations, misconduct, sexual harassment, discrimination or some other contravention of the law. Those who fail to comply with this policy may face disciplinary action and, in serious cases, termination of their employment.

If you notice any inappropriate or unlawful content online or content that may have been published in breach of this policy you should report the circumstances via email to [compliance@wilmotcivil.com](mailto:compliance@wilmotcivil.com).

## POLICY

This policy covers all online communication via social media sites made by an employee, whether during or outside work hours, on any computer or personal electronic device.

Online communication via social media sites that is prohibited includes, but is not limited to, communication that:

- mentions Wilmot Pipelining by name discusses or criticises its business operations or discloses confidential information about its business;
- is defamatory, offensive, threatening, obscene, pornographic, sexually suggestive, hateful, sexist or racist;
- is discriminatory or bullying;
- bullies, harasses, discriminates against or vilifies work colleagues or customers;
- uses or discloses any confidential information obtained in your capacity as an employee;
- discloses personal information about work colleagues or customers whether or not they are specifically identified;
- includes abusive status updates and/or blogs that criticise work colleagues or customers; and/or
- publicises or comments on workplace disputes or events.



Andrew Wilmot  
Chief Executive Officer  
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**WILMOT**  
Pipelining