

SOCIAL MEDIA POLICY FOR EMPLOYEES

The Wastege social media policy is meant to provide some guidelines for your social networking activity. We encourage you to join online conversations that pertain to our industry and this policy is to ensure you do it the right way without jeopardising the company's online reputation. Any social networking activity in or outside of work that affects your job performance, the performance of others or Wastege's business interests are a focus for Wastege policy.

Key Reminders:

- The goal is to ensure the Wastege voice is part of the larger conversation relating to your industry. But, don't feel compelled to jump in before you understand the conversation and who is saying what. First, explore the topic being discussed, read about it and contribute only when you find something that adds or advances the discussion.
- Everything that you post online is visible by all. You do not have permission to share any information that compromises Wastege's policy, management positions and customers information.
- Please refrain from posting items that could reflect negatively on our company's reputation including comments or other posts about drug or alcohol abuse, profanity, off-colour or sexual humour, and other inappropriate conduct.
- Show proper respect for people's privacy and for topics that may be considered objectionable or inflammatory, like politics or religion.
- Respect the law, including those laws governing defamation, discrimination, harassment, copyright and fair use.
- Don't use the company logo, unless specifically authorised to do so.
- Don't reference staff, members, partners or vendors without their prior approval.
- Don't publish content to any website outside that has any connection/association with Wastege.
- Ensure that your social networking conduct is consistent with all the policies set out by Wastege.
- Make sure your online activities do not interfere with your job performance.
- If you see something that questions your company's credibility or any customer complaints, alert your Manager. DO NOT feel like you need to respond to negative comments online.
- Be conversational, participate on social networks in a meaningful way and refrain from saying anything that might hurt your employer's, customers' and in some cases even competitors' reputation.

Mark Taylor

Managing Director