



## Policy for Social Media

*Negri Policy for Social Media* provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, messageboards chat rooms, electronic newsletters, online forums, social networking sites and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of the Negri Group of Companies as well as personal use of social media when referencing Negri Group.

- Team Members need to know and adhere to Negri's Code of Conduct, Team Members Handbook and other company policies when using social media in reference to Negri Group
- Team Members should be aware of the effect their actions may have on their images, as well as the Company's image. The information that team members post or publish may be public information for a long time
- Team Members should be aware that Negri may observe content and information made available by employees through social media. Team Members should use their best judgement in posting material that is neither inappropriate nor harmful to Negri, its team members or clients
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content or images that are defamatory, pornographic, proprietary, harassing, abuses or threatens others, vilifying or that can create a hostile work environment
- Team Members are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, team members should check with Human Resources department and/or Supervisor/ Manager
- If Team Members find or encounter a situation, while using social media, that threatens to become aggressive, team members should disengage from the dialogue in a polite manner and seek the advice of a Supervisor/ Manager
- Team Members should get appropriate permission before you refer to or post images of current or former Team Members, Clients or Suppliers'. Additionally, team members should get appropriate permission to use third party's copyrighted material, trademarks, service marks or other intellectual property
- Social media use shouldn't interfere with employee's responsibilities at Negri Group. Negri computer systems are to be used for business purpose only. When using Negri computer systems, use of social media for business purposes is allowed (for example, LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action
- Subject to applicable law, after hours online activity that violates the Company's Code of Conduct or any other company policy may subject a team member to disciplinary action or termination
- If a team member publish content after hours that involves work or subjects associated with Negri Group, a disclaimer should be used, such as *"the postings on this site are my own and may not represent Negri Group of Companies' positions, strategies or opinions"*

*As Director, Quality of Negri I am accountable for the implementation of this policy and I encourage you to commit personally to the principles that drive our success.*

Director, Quality  
**E. A. Negri Pty Limited**  
**Hamilton Civil Plant Limited**  
1 January 2013