

Social Media Policy

At Mass Resources, we are dedicated to cultivating a secure and productive work environment for all team members. This policy has been designed to provide clear guidelines for the appropriate use of social media.

Purpose

This policy outlines the guidelines and expectations for the use of social media by all employees, contractors, and individuals associated with Mass Resources, for consideration during work hours and personal use.

By adhering to this Policy, we can maintain a positive online presence and protect the Company's reputation.

Policy

We acknowledge and understand that social media networks (such as Facebook, Twitter, Instagram, LinkedIn, TikTok, etc.) offer valuable tools for engaging with clients, and candidates, and promoting our business. It's crucial to remember that all content exchanged within these networks, whether online or otherwise, enters the public domain. It is also important to remember that information posted on social network sites can be easily traced and can be accessed at any time.

When participating in social media networks, all employees, contractors, and associates of Mass Resources are expected to:

- Uphold the good reputation of the business and do not publish anything that would put the business in disrepute or damage its reputation.
- Respect diverse opinions, maintain courteous behaviour, and avoid inappropriate or offensive content.
- Ensure that personal comments don't reflect negatively on the Company or its stakeholders.
- Whether you're posting on behalf of Mass Resources or sharing personal content involving Mass, it's imperative to seek consent. This practice ensures that your actions honor Mass's standards, intellectual property rights, and the rights of others.

Participation in social media should not:

- Impact negatively on effectiveness and productivity at work.
- Imply that any personal comments are endorsed in any way by Mass Resources.
- Involve any comments or content that could be construed as harassment, discrimination, or unfair treatment towards individuals, whether they are fellow employees, stakeholders, clients, or any other parties.
- Disclose any confidential information belonging to Mass.

It is unacceptable to disparage the company, its directors, employees, or its clients when participating in social media networks. Any breach of this policy or other related policies of the business, such as code of conduct, bullying & harassment, equal employment & opportunity, acceptable usage, or privacy policy, may result in disciplinary action, up to and including termination of employment.

A handwritten signature in black ink, appearing to read "Charles Massarella".

Charles Massarella
Managing Director