

The intent of Mason Electrical Engineering Contractors Social Media Policy is to clarify our expectations and limitations in the use of electronic communication devices and the applications they enable. How they are used and the information that passes through them has the direct ability to impact Mason Electrical Engineering Contractors public image both in a negative and positive way.

Any computers, laptops, tablet or mobile phones supplied by Mason Electrical Engineering Contractors are done so to enhance the business operations and to assist in the effective flow of information throughout the organisation.

Use of Mobile Phones

All company issued mobile phones are to be used for work purposes only. Only agreed applications can be downloaded and used and must be work related. If the phone rings whilst you are in the process of your work – do not answer. Allow it to divert to message bank and retrieve as soon as the tasks are completed.

Download of music or other personal use applications are not permitted and if this protocol is breached all costs incurred will be fully refundable to Mason Electrical Engineering Contractors by the employee responsible and the breach may result in disciplinary action and/or dismissal.

Use of Computers/Tablets

Any Mason Electrical Engineering Contractors documentation or information will always remain the express property of Mason Electrical Engineering Contractors. This includes pictures taken of our workplaces, equipment and activities. At no time are pictures or information with either text or graphics to be placed on the internet through any social media forum.

This is important to protect Mason Electrical Engineering Contractors public image as well as the privacy of its employees.

The access or download of any of the below is prohibited and will result in instant dismissal if proven to be intentional:

- Racially sensitive information
- Sexually explicit information
- Illegal activity information

If any such information is inadvertently accessed then the site and incident must be logged with Mason Electrical Engineering Contractors management.

Social Media Sites and Forums

Mason Electrical Engineering Contractors will determine what, if any social media functions will be enabled and this information will clearly be communicated to the workforce. Guidelines will be developed regarding how these are to be used to enhance the business and all employees are required to operate within these guidelines.

The use of personal access to social media sites on personal phones, tablets and computers is strictly limited to designated breaks and the use of any company specific images or detail is strictly prohibited.

The reference to any Mason Electrical Engineering Contractors employee without their express knowledge AND permission will be viewed as bullying or harassment and is strictly prohibited.



Manager - Mason Electrical Engineering Contractors

Date: 02/12/2020

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