

## Social Media Policy

1. Employees are allowed to associate themselves with the company when posting but they must clearly brand their online posts as personal and purely their own. The company should not be held liable for any repercussions the employees' content may generate.
2. Content pertaining to sensitive company information (particularly those found within RTS Waste Management Limited internal networks) should not be shared to the outside online community. Divulging information like the company's design plans, internal operations and legal matters are prohibited.
3. Dishonourable content such as racial, ethnic, sexual, religious, and physical disability slurs are not tolerated and the company has the right to remove such posts.
4. To follow the right to have honest social media as much as possible and to be transparent, however the company reserves the right to edit or amend any misleading or inaccurate content depicted in social media posts including Twitter, Facebook, Instagram and LinkedIn. The company also reserves the right to delete blog posts violating the code of conduct.
5. Proper copyright and reference laws should be observed by employees when posting online.

The full Social Media Policy can be requested from the Human Resources Advisor



Signed:  
Position: **Managing Director**

Date: **01.02.2021**