Social Media Policy

To be a recognized **industry leader and trusted partner**, delivering **value** to the **energy** industry.



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Policy

MR Group expects its employees to maintain a certain standard of behaviour when using social media for work or personal purposes.

This policy applies to all employees, contractors and sub-contractors of MR Group who contribute to or perform duties such as:

- maintaining a profile page for MR Group on any social or business networking site (including, but not limited to LinkedIn, Facebook or Twitter)
- making comments on such networking sites for and on behalf of MR Group
- writing or contributing to a blog and/or commenting on other people's or business' blog posts for and on behalf of MR Group; and/or
- posting comments for and on behalf of MR Group on any public and/or private web-based forums or message boards or other internet sites.

This policy also applies to all employees, contractors and sub-contractors of MR Group who:

- have an active profile on a social or business networking site such as LinkedIn, Facebook or Twitter
- write or maintain a personal or business' blog; and/or
- post comments on public and/or private web-based forums or message boards or any other internet sites.

Professional use of social media

No employee, contractor or sub-contractor of MR Group is to engage in social media as a representative or on behalf of MR Group unless they first obtain management's written approval or that of marketing.

If any employee, contractor or sub-contractor of MR Group is directed to contribute to or participate in any form of social media related work, they are to always act in a professional manner and in the best interests of MR Group.

All employees, contractors and sub-contractors of MR Group must ensure they do not communicate any:

- confidential information relating to MR Group or its clients, business partners or suppliers
- material that violates the privacy or publicity rights of another party; and/or
- information, (regardless of whether it is confidential or public knowledge), about clients, business partners or suppliers of MR Group without their prior authorisation or approval to do so; on any social or business networking sites, web-based forums or message boards, or other internet sites.

Confidential information includes any information in any form relating to MR Group and related bodies, clients or businesses, which is not in the public domain.

Private/personal use of social media

MR Group acknowledges its employees, contractors and sub-contractors have the right to contribute content to public communications on websites, blogs and business or social networking sites not operated by MR Group. However, inappropriate behaviour on such sites has the potential to cause damage to MR Group, as well as its employees, clients, business partners and/or suppliers.

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For this reason, all employees, contractors and sub-contractors of MR Group are expected to demonstrate best practices and appropriate etiquette on social media.

This includes:

- being respectful to all
- being aware that others may associate their comments with MR Group
- remembering that private messages may still end up in the public domain
- respecting copyrights when using external sources for photos, graphics and text
- not posting anything that has been labelled as for internal use only
- ensuring any personal view shared where an employee is identifiable as an MR Group employee, includes a disclaimer confirming it relates to a personal opinion and not that of the the company
- ensuring company logos and information are up-to-date and do not include legacy logos, company names or other historic branding

Employees, contractors and sub-contractors must also refrain from posting, sending, forwarding or using, in any way, any inappropriate material including but not limited to material which:

- is intended to (or could possibly) cause insult, offence, intimidation or humiliation to MR Group or its clients, business partners or suppliers
- is defamatory or could adversely affect the image, reputation, viability or profitability of MR Group or its clients, business partners or suppliers; and/or
- contains any form of confidential information or legal matters relating to MR Group, or its clients, business partners or suppliers.

All employees, contractors and sub-contractors of MR Group must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of employment or (for contractors and sub-contractors) the termination or non-renewal of contractual arrangements.

Other disciplinary action that may be taken includes, but is not limited to, issuing a formal warning, directing people to attend mandatory training, suspension from the workplace and/or permanently or temporarily denying access to all or part of the MR Group computer network.

For the purposes of this policy, the following definitions apply:

Social media includes all internet-based publishing technologies. Most forms of social media are interactive, allowing authors, readers and publishers to connect and interact with one another. The published material can often be accessed by anyone. Forms of social media include, but are not limited to, social or business networking sites, video and/or photo sharing websites (i.e. YouTube, Flickr), business/corporate and personal blogs, micro-blogs (i.e. X – formerly Twitter), chat rooms and forums and/or social media.

Authorized by

Duco de Haan, MR Group

Chief Executive Officer



16 January 2026

MR Group Holding Pte Ltd

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