

Social Media Policy for Subcontractors

Purpose and Scope

Whilst we recognise the benefits which may be gained from appropriate use of social media, it is also important to be aware that it poses significant risks to our business. These risks include disclosure of confidential information and intellectual property, damage to our reputation and the risk of legal claims. To minimise these risks this policy sets out the rules applying to the use of social media. This policy covers all employees and subcontractors contracting with our business.

This policy covers all forms of social media, including Facebook, LinkedIn, Twitter, Google+ Wikipedia, other social networking sites, and other internet postings, including blogs.

It applies to the use of social media for both business and personal purposes, during working hours and in your own time to the extent that it may affect the business of our Company or the business of our clients. The policy applies both when social media is accessed using our Information Systems and also when accessed using equipment or software belonging to others.

Breach of this policy may result in actions being taken including the termination of the contract.

Questions regarding the content or application of this policy should be directed to our Compliance Department.

Business use of social media

If you are required or permitted to use social media sites in the course of providing your services, then you should ensure that such use has appropriate authorisation and that it complies with the standards set out in this policy.

Personal use of social media

Unless you are an authorised business user, when using social media:

- a. you should make it clear that you are speaking in your personal capacity and not as our/our customer's representative, communicate in a way consistent with that and if you choose to include contact information this should be your personal, not ours/our customer's details; and
- b. if you do elect to disclose your connection to us/our customers, then you must clearly and expressly state that your views do not represent those of the L Lynch Plant Hire & Haulage Ltd.

Any personal use of social media must comply with this policy.

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Prohibited uses of social media

Your communications through social media, like all other modes of communication, must not cause us to be in breach of obligations we owe to others. In so far as it relates to our company or that of our customers, in your use of social media you must not:

- make disparaging or defamatory statements about us, our employees, customers, or suppliers.
- harass, bully or unlawfully discriminate in any way.
- use data obtained in the provision of your services to us in any way which breaches the provisions of the General Data Protection Regulation (GDPR).
- breach copyright belonging to us or copyright belonging to our customers.
- disclose any intellectual property, confidential or commercially sensitive information relating to our business or the business of our customers.
- make statements which cause, or may cause, harm to our reputation or otherwise be prejudicial to our interests.
- make statements which cause, or may cause, harm to our reputation or otherwise be prejudicial to the interests of our business or that of our customers.
- We also reserve the right to request the removal of any social media posts that reference or feature the Lynch brand, or where there is an obvious connection to Lynch (for example, on LinkedIn), if we reasonably consider the content to be inappropriate, inaccurate, misleading, or otherwise not aligned with our brand values. Subcontractors are expected to comply promptly with such requests.

Monitoring

Information stored in our IT Systems belongs to us. You should have no expectation of privacy in any communication, document, information file, post, or conversation (Information) which you send or receive, access, print or store using our IT Systems. In particular, we may:

- a. intercept, monitor and read any Information or activities using our IT Systems, including Social Media use, to ensure compliance with legitimate business purposes. Your continued use of our IT Systems indicates your consent to this interception, monitoring and review.
- b. retain copies of Information or store copies of such data or communications after they are created and delete such copies from time to time without notice.
- c. We also reserve the right to request the removal of any social media posts that reference or feature the Lynch brand, or where there is an obvious connection to Lynch (for example, on LinkedIn), if we reasonably consider the content to be inappropriate, inaccurate, misleading, or otherwise not aligned with our brand values. Subcontractors are expected to comply promptly with such requests.

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Breach of Policy

Breach of this policy may result in action being taken, including the termination of the contract.

In addition, we reserve the right to require the removal of posts that mention or are linked to Lynch, even where no formal breach has occurred, if we believe removal is necessary to protect our reputation or brand.

This policy will be communicated to all employees and organisations working on our behalf, displayed at our offices, on our intranet, and is available to defined interested parties.

This policy will be reviewed annually or sooner by senior management to ensure its suitability. Where necessary it will be amended, reissued, and communicated to all Subcontractors.



Rob Lynch
Joint Managing Director

Date: 28/08/25

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