

## NGI-HR-002 R0 APRIL 2, 2019

### SOCIAL MEDIA POLICY

#### Social Media Policy

The Social Media Policy is an outline for the employees at NDT Group Inc. regarding their online conduct. The employees shall abide by this policy when representing the company online.

This policy applies to all employees and contractors of NDT Group Inc.

#### Policy Application

- Be considerate about the nature of content you post online. Never post discriminatory or offensive comments, against a co-worker or any interested party.
- Be respectful and courteous while engaging in any sort of online conversation on behalf of the company.
- Do not share work related information or pictures on social media to protect the confidentiality of clients and the company.
- Employees should get management approval before mentioning or posting images of current or former employees, vendors, or suppliers.
- NDT Group's corporate social media accounts are preferred method of communication and shall be managed by authorized employees only.
- Follow the Confidentiality Policy and the Employee Code of Conduct.

#### Responsibility

Members of NDT Group Inc. Management Team are responsible for applying and implementing this policy in each of their respective areas.

Employees are responsible for reading and understanding the contents of this policy.

Reading and accepting the contents of this policy is a requirement of employment with NDT Group Inc.

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