

	Pruitt Production Services, Inc. (PPSI)	Doc No:	P-EMUC	
		Initial Issue Date	05-09-2025	
		Revision Date:	Initial Version	
Employee Media Use and Consent Policy		Revision No.	0	
Preparation: Human Resources		Next Revision Date:	05-09-2027	
Authority: President		Page:	Page 1 of 2	
Issuing Dept: Human Resources				

1. Purpose

This policy establishes the guidelines for the collection, use, and sharing of employee media including photographs, video recordings, and visual likenesses at Pruitt Production Services, Inc. (PPSI). Its purpose is to ensure employees are informed about how their image or likeness may be obtained and used for identification, training, safety documentation, regulatory compliance, internal operations, third-party vendor systems, and group or event related purposes.

This may include displaying employee media in online profile systems, such as company email directories or communication platforms, which may be visible to other PPSI employees, external parties, or the public when required for business communications, contact listings, or professional correspondence.

2. Scope

This policy applies to all PPSI employees, contractors, and temporary workers whose image or likeness may be captured for business-related or safety-compliance purposes. It includes both newly captured and previously stored media—regardless of the method of capture or the date taken—that is used for internal or authorized external use.

3. Authorized Use of Media

Photographs and video recordings of employees may be used in the following contexts:

Internal Uses:

- PPSI-issued identification cards and access badges
- Internal employee rosters, training records, organizational charts, or personnel management systems
- Profile displays within internal systems including Outlook, project platforms, or safety tools
- Visual content shared for onboarding, training, internal newsletters, or company-wide meetings including but not limited to PowerPoint presentations, virtual meetings, safety stand-downs, or in-office briefings. Media used during these meetings may be visible to internal staff, coworkers, employee representatives, and, in some cases, external visitors or client representatives who are present during the presentation
- Secure storage within employee files maintained by HR or authorized PPSI representatives

Third-Party and Compliance Platforms:

- Upload to vendor/client-required platforms (e.g., ISNetwork, Veriforce, Samsara, PEC, SafeLand)
- Use in third-party ID badge systems required by clients or jobsites
- Authorized vendors, platforms, or client representatives may access employee media solely for jobsite access, safety compliance, or verification purposes

PPSI will not use employee photographs or videos for advertising, marketing, or public-facing media (e.g., social media or website) without a signed media release. Profile media may be visible to other PPSI employees or authorized third parties for operational purposes such as jobsite access or compliance verification.

4. Methods of Capture and Transmission

Media may be captured by PPSI supervisors, HR, safety personnel, or authorized representatives using:

- Company or personal mobile phones, tablets, computers, or digital cameras
- Photos or videos captured in the field, during training, onboarding, or at group events

Once captured, content may be:

- Texted or emailed securely to HR or Safety
- Uploaded to PPSI's secure server for storage and access
- Populated in internal or third-party platforms for approved uses

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Media captured for PPSI business purposes, regardless of device used, is considered company property and must be handled in accordance with this policy.

5. Consent and Authorization

By acknowledging this policy, employees grant PPSI permission to collect, store, transmit, and use their photograph or video likeness for legitimate internal business, compliance, or safety-related purposes.

This applies to:

- Media captured after the effective date of this policy
- Media already on file with PPSI, regardless of when or how it was captured

6. Protection and Limitations

PPSI will take reasonable measures to ensure employee media is:

- Transmitted securely or via monitored channels
- Stored on secure servers
- Accessed only by authorized personnel or platforms

Media will not be sold, publicly disclosed, or misused beyond the scope of this policy.

Employees are prohibited from capturing, sharing, storing, or distributing photographs, videos, or other media of coworkers or company operations without prior authorization from management or Human Resources. This includes posting such media on personal social media, messaging platforms, or any other public or private communication channel. Unauthorized sharing may result in disciplinary action, up to and including termination.

PPSI retains employee media only as long as necessary for operational, legal, or compliance-related purposes.

7. Revocation of Consent

Employees may request revocation in writing. However, this may not apply where:

- Media is required for training, identification, or compliance
- Images are embedded in systems used by clients or vendors
- Revocation would violate legal, regulatory, or contractual obligations

HR will respond to revocation requests in a timely and appropriate manner.

8. Policy Acknowledgment

Employees must sign an acknowledgment form confirming review and agreement with this policy. The signed acknowledgment will remain in the employee's personnel file for the duration of employment or until revoked in writing and approved by HR.

9. Compliance

This policy is administered in accordance with all applicable federal and state employment and privacy laws. PPSI reserves the right to update or modify this policy in response to operational needs, legal changes, or vendor/client requirements.

Violations of this policy, including unauthorized sharing or misuse of employee media, may result in disciplinary action up to and including termination, and may be reported to law enforcement or legal counsel where applicable.