

Civmec Construction and Engineering is an integrated, multi-disciplined construction and engineering service provider to the oil and gas, metals and minerals, infrastructure and marine and defence markets.

The media policy outlines the coordination of contact between the company and the media. It should apply to all employees at all times – 24 hours a day, seven days a week. It is designed to ensure that in all dealings with the media, the company acts in a professional, coordinated manner and that all statements made are accurate and appropriate.

For the purposes of this policy, media contact includes: providing information via media releases or statements, letters to the editor, responding to media enquiries over the phone and via email, interviews or briefings, disclosing information to the media, comments on talkback radio, addressing a seminar or conference where the media are present, and media activities for events, reports, and launches.

Civmec's official spokespeople are the Chief Executive Officer and Executive Chairman. No other employees are permitted to speak with the media without prior approval from the Executive.

Employees contacted by media

- Employees are not permitted to initiate media contact or respond directly to media enquiries.
- Employees must advise the Marketing Manager or CEO of likely events, announcements or issues that may attract media interest, and ensure information provided is accurate.
- If employees are contacted directly by a journalist, they should request the journalist's name, contact details, publication or program deadline (date and time), topic, and what they are requesting – for example, an attributable quote, statement, or background briefing.
- This information should be passed promptly to the Marketing Manager, and the journalist told that this will occur.

Media Contact

- All spokespeople will be briefed prior to interview and debriefed after. Journalists are to be treated respectfully and courteously by staff at all times.
- Media responses should always be 'on the record'. They will be truthful and accurate, and not include speculation, guesswork or personal opinion. They will not include disparaging comments about other organisations or individuals.



Patrick Tallon
Chief Executive Officer
Civmec Construction and Engineering
April 2019