

Photo and video policy Tata Steel Nederland

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*Procedure for taking photos and videos on the premises of various
Tata Steel Nederland (TSN) sites*

It's allowed, but there are rules.

Who does this policy apply to?

Own employees, company employees and hired workers, but also for suppliers and customers who take photos and then want to communicate about working with TSN on (for example) social media channels. In short, this policy applies to both private, and business purposes.

Background

Employees, hired workers, suppliers, customers, we are all proud of our company. Yet we are not allowed to simply take photos or videos of things happening on our premises. This is due to the fact that we have to pay close attention to issues such as safety, competition-sensitive information that cannot simply be shared, privacy and our reputation. Tata Steel therefore has a clear policy on taking footage on Tata Steel premises and on sharing and publishing such material ourselves.

Starting point:

Photos and videos with a phone* may be made on the premises for personal use. Four conditions apply (see below).

*It is not allowed to use professional equipment to make recordings. Prior permission is always required for this at <mailto:askbrand@tatasteelurope.com>

Procedure: Double-check first, then post

The procedure below applies if you want to take photos or videos.

Check 1. Can I take a photo or video safely?

You may only take pictures if it is safe to do so; safe for yourself and safe for others.

✓ Yes, it can be done safely, **all safety rules are observed**, please take the photo or video.

X No, it cannot be done safely, I will not take the photo or video

Check 2. Does the photo or video meet the four conditions?

Four conditions that visual material (photos and videos must meet)

1. Privacy	Image recordings should never infringe on anyone's privacy. People who appear recognizably in images must give their explicit consent.
2. Environment and Safety	Do not take photos or videos of calamities or unusual occurrences, but do take immediate action: <ul style="list-style-type: none"> - If you witness a calamity or unusual occurrence, report it immediately via 55555 (0251-455555 or to the Chief of Guard on duty and/or your contact at Tata Steel. - If you witness an unsafe work situation, have the work stopped and contact your principal (STOP and GO).
3. Company secrets	Footage should never reveal trade secrets. If in doubt, have the footage checked first by your Works Manager or your contact at Tata Steel.
4. Company reputation	Image captures contribute to Tata Steel's reputation. We stand for a professional and inclusive company, working respectfully together to create green steel in a cleaner environment.

When in doubt check: askbrand@tatasteeleurope.com

Does your photo or video meet all four conditions?

Then you can share the footage and, for example, post it on social media. This applies to Tata Steel employees.

If you are an external (company employee or customer etc.) then coordination is always required with your contact at Tata Steel.

Tip: mention Tata Steel Nederland (see below how to do this per channel) and tag your post with #tatasteelnederland. This way, you ensure that your post can also be seen and liked by colleagues.

Does your photo or video **not** meet the four conditions? Then you are **not** allowed to share your photo or video with others. Want to know more or have any questions? Feel free to ask them via <mailto:askbrand@tatasteeleurope.com> and we will get back to you as soon as possible.

Account names you can use on the different channels

Handy also to know both on LI, X, FB and Insta we have a blue checkmark. Then you can also be sure you have the official account.

LinkedIn:	@Tata Steel Nederland
X:	@TataSteelNL
Instagram:	@tatasteelnederland
Bluesky:	@tatasteelnederland.com
Facebook:	@tatasteelinNL

The Tata Steel Nederland Code of Conduct can be found [here](#).