



SOCIAL MEDIA POLICY

POLICY STATEMENT

It is the policy of this company to operate our business in a manner that does not expose us or our clients or customers to any risk of loss or damage through the use or misuse of social media. To achieve this, we expect employees to maintain a certain standard of behaviour when using social media for work or personal purposes.

AIMS AND OBJECTIVES

This policy applies to all employees, contractors and subcontractors who contribute to or perform duties such as:

- Maintaining a profile page for the company on any social or business networking site (including, but not limited to LinkedIn, Facebook, Instagram or Twitter)
- Making comments on such networking sites for and on behalf of the company
- Writing or contributing to a blog and/or commenting on other people's or business' blog posts for and on behalf of the company, and/or
- Posting comments for and on behalf of the company on any public and/or private web-based forums or message boards or other internet sites.

RESPONSIBILITIES

The company acknowledges that employees, contractors and subcontractors have the right to contribute content to public communications on websites, blogs and business or social networking sites not operated by the company. However, inappropriate behaviour on such sites has the potential to cause damage to the company, as well as its employees, clients, business partners and/or suppliers. Employees, contractors and subcontractors of the company must agree to not publish any material in any form which identifies themselves as being associated with the company or its clients, business partners or suppliers unless authorised or agreed to by the company.

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SOCIAL MEDIA POLICY(Cont)

All employees, contractors and subcontractors of the company must also refrain from posting, sending, forwarding or using, in any way, any inappropriate material including but not limited to material which:

- Is intended to (or could possibly) cause insult, offence, intimidation or humiliation to the company or its clients, business partners or suppliers;
- Is defamatory or could adversely affect the image, reputation, viability or profitability of the company or its clients, business partners or suppliers; and/or
- Contains any form of confidential information relating to the company or its clients, business partners or suppliers.

All employees, contractors and subcontractors of the company are required to comply with this policy. Any breach of this policy will be treated seriously and may result in disciplinary action including termination of employment or, for contractors and subcontractors, the termination or non-renewal of contractual arrangements.

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