

Social Media

You are expected to maintain a certain standard of behaviour when using Social Media for work or personal purposes.

This policy applies to all employees who contribute to or perform duties such as:

- Maintaining a profile page for on any social or business networking site;
- 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.

Employees, contractors and sub-contractors have the right to contribute content to public communications on websites, blogs and business or social networking sites not operated by the company. Inappropriate behaviour on such sites that may cause damage to the company, its employees, clients, business partners and/or suppliers is not acceptable.

For this reason, you must agree to not publish any material, in any form, which identifies you as being associated with the company or its clients, business partners or suppliers.

You must also refrain from posting, sending, forwarding or using, in any way, 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 sub-contractors must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of employment or non-renewal of contractual arrangements.

Other disciplinary action that may be taken includes, but is not limited to, issuing a formal warning, directing people to attend mandatory training, suspension from the workplace and/or permanently or temporarily denying access to all or part of the computer network.

Social Media includes all internet-based publishing technologies. Forms of Social Media include, but are not limited to:

- **Social or business networking sites;**
- **Video and/or photo sharing websites;**
- **Business/corporate and personal blogs;**
- **Micro-blogs; and**
- **Chat rooms and forums.**