

SOCIAL MEDIA POLICY

1. SOCIAL MEDIA POLICY

- 1.1 The Social Media Policy ('Policy') relates to Human Resources Focus ('HR Focus') and, where relevant, operates in conjunction with the Internet, Email and Computer Use Policy and the Contract of Employment or contract for service.

2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from 01/01/2021. It replaces all other policies, if any, relating to access to social media platforms and social networking sites (whether written or not).

3. SCOPE

- 3.1 The Policy relates to all full-time, part-time and casual employees of HR Focus ('HR Focus Employees'), as well as contractors, temporaries and subcontractors working for or on behalf of either a company or any associated companies in the HR Focus workplace ('HR Focus Contractors').
- 3.2 The Policy also applies to HR Focus Employees and HR Focus Contractors' participation in social media inside or outside of any HR Focus workplace and includes use of a Contractor's or an Employee's own device.
- 3.3 The Policy does not form part of any contract of employment with HR Focus. Nor does it form part of any contract for service with HR Focus.

4. DEFINITIONS

- 4.1 In this Policy:
- (a) **'Blogging'** means the act of using web log or 'blog'. A blog is a frequently updated website featuring diary-style commentary, audio-visual material and links to articles on other websites.
 - (b) **'Confidential Information'** includes but is not limited to trade secrets of HR Focus; non-public information about the organisation and affairs of HR Focus such as: pricing information such as internal cost and pricing rates, production scheduling software, special supply information; marketing or strategy plans; exclusive supply agreements or arrangements; commercial and business plans; commission structures; contractual arrangements with third parties; tender policies and arrangements; financial information and data; sales and training materials; technical data; schematics; proposals and intentions; designs; policies and procedures documents; concepts not reduced to material form; information which is personal information for the purposes of privacy law; and all other information obtained from HR Focus or obtained in the course of working or providing services to HR Focus that is by its nature confidential.
 - (c) **'Computer'** includes all laptop computers and desk top computers.

- (d) **‘Hand Held Device’** includes all such devices which are used by HR Focus Employees and HR Focus Contractors , inside and outside working hours, in the workplace of HR Focus (or a related corporation of HR Focus) or at any other place. Such devices include, but are not limited to, mobile phones, Blackberrys, Palm Pilots, PDAs, iPhones, tablets, iPads, other handheld electronic devices, smart phones and similar products, and any other device used to access social networking sites or a social media platform.
- (e) **‘Intellectual Property’** means all forms of intellectual property rights throughout the world including copyright, patent, design, trade mark, trade name, and all Confidential Information and including know-how and trade secrets.
- (f) **‘Person’** includes any natural person, company, partnership, association, trust, business, or other organisation or entity of any description and a person’s legal personal representative(s), successors, assigns or substitutes.
- (g) **‘Social Networking Site’** and **‘Social Media Platform’** includes but is not limited to Facebook, My Space, Bebo, Friendster, Flickr, LinkedIn, XING, Blogger, WordPress, You Tube, Twitter, Yahoo Groups, Google Groups Whirlpool, Instant Messaging Services, Message Board, Podcasts, ‘Wikis’ (e.g. Wikipedia) and other similar sites.

5. REPRESENTING HR Focus IN SOCIAL MEDIA

- 5.1 In consideration of the type of business of HR Focus, any comments about or in connection with HR Focus made in a social media platform must be factual and consistent information with HR Focus’s goals and objectives. This means protecting commercially sensitive information in accordance a HR Focus Employee’s contract of employment and a HR Focus Contractor’s contract for service.
- 5.2 All HR Focus Employees and HR Focus Contractors are restricted from making comments on behalf of HR Focus or using HR Focus’s branding, (including the corporate logo, internal logo and registered trademarks), in any Social media platform unless otherwise authorised.
- 5.3 Only the following HR Focus Employees are authorised to speak on behalf of HR Focus on Social media platforms:
 - (a) OWNER
- 5.4 HR Focus recognises that circumstances may arise in which HR Focus Employees and HR Focus Contractors make mention of HR Focus in social media.
- 5.5 Unless authorised by HR Focus, any comments made by HR Focus Employees and HR Focus Contractors must contain a disclaimer that they are not representing HR Focus and do not have authority to speak on behalf of HR Focus, and the views of the HR Focus Employee/HR Focus Contractor do not represent the views of HR Focus.

6. ACKNOWLEDGEMENT

- 6.1 All HR Focus Employees and HR Focus Contractors acknowledge that:
- (a) they are not to make comments which might reflect negatively on HR Focus's reputation or make deliberately false or misleading claims about HR Focus, or its products or services. Any recognised inaccurate comments must have all reasonable efforts made by the HR Focus Employee or HR Focus Contractor to correct the statement;
 - (b) they must not disclose confidential or commercially sensitive information about HR Focus including HR Focus's Confidential Information or Intellectual Property. This obligation continues after the employment or engagement ceases;
 - (c) they must not endorse or cite any client, partner or supplier of HR Focus without the explicit prior permission of the Stephen Pauley;
 - (d) they must observe the relevant privacy, defamation and copyright laws; and
 - (e) they must comply with relevant discrimination laws and HR Focus policies that relate to discrimination and harassment.

7. MATERIAL POSTED BY OTHERS

- 7.1 Inappropriate or disparaging content and information stored or posted by others (including non-employees) in the social media environment may also damage HR Focus's reputation.
- 7.2 If you become aware of any such material which may damage HR Focus or its reputation, you must immediately notify your manager and Stephen Pauley on Stephen Pauley.

8. EXTERNAL SOCIAL MEDIA PLATFORMS

- 8.1 When using external Social Media Platforms, including, but not limited to, social networks and Blogging sites, HR Focus Employees and HR Focus Contractors should not disparage or make adverse comments about HR Focus, any HR Focus Employee or any HR Focus Contractor. This includes where such comments are made whilst a HR Focus Employee or HR Focus Contractor is contributing to a Social Media Platform using a HR Focus computer and internet resources and similarly whilst using a non-HR Focus computer or hand held device.
- 8.2 HR Focus Employees and HR Focus Contractors should be aware that, in accordance with the Internet, Email and Computer Use Policy, internet usage is continuously logged and archived by HR Focus for monitoring purposes on an ongoing basis.
- 8.3 If it comes to HR Focus's attention that a HR Focus Employee or HR Focus Contractor has made inappropriate and/or unauthorised comments about HR Focus or a HR Focus Employee or HR Focus Contractor, HR Focus may choose to take action against such person as outlined in the Policy. Action will not be limited to contributions made on a Social Media Platform made whilst using HR

Focus computer and internet resources but may include action taken as a consequence of inappropriate and/or unauthorised contributions made about HR Focus, a HR Focus Employee or HR Focus Contractor via a non-HR Focus computer or Hand Held Device.

9. HR Focus EMPLOYEES' AND HR Focus CONTRACTORS' RESPONSIBILITIES

- 9.1 HR Focus Employees and HR Focus Contractors are personally responsible to report any inaccurate, misleading or deceptive information they encounter about HR Focus and its products and services to the Stephen Pauley.

10. WARNING

- 10.1 Apart from the potentially adverse effects a blog or social networking entry may have on HR Focus, inappropriate blogs on internal or external sites can also have adverse consequences for a HR Focus Employee or HR Focus Contractors in terms of future career prospects, as the material remains widely and permanently accessible to other site users.

- 10.2 HR Focus may use and disclose an Employee's or Contractor's social media posts where that use or disclosure is:

- (a) for a purpose related to the employment of any employee or related to HR Focus's business activities; or
- (b) use or disclosure to a law enforcement agency in connection with an offence; or
- (c) use or disclosure in connection with legal proceedings; or
- (d) use or disclosure reasonably believed to be necessary to avert an imminent threat of serious violence to any person or substantial damage to property.

- 10.3 While users are permitted to use HR Focus's computer network for limited and reasonable personal use, Employees and Contractors must be mindful that any information (personal or other) they disclose while using HR Focus's computer network may be used and/or disclosed as provided for in clause 10.2 above. An Employee or Contractor is taken to have consented to the use and disclosure of any information (personal or otherwise) that is disclosed during personal use of HR Focus's computer network.

11. CONSEQUENCES OF BREACHING THE SOCIAL MEDIA POLICY

- 11.1 Any breach of the Policy may result in disciplinary action, including, but not limited to, issue of a warning, demotion, suspension or termination of employment (or, for HR Focus Contractors, the termination or non-renewal of their contract for service).

12. HR Focus CONTACT

- 12.1 Any questions about this Policy should be directed to Stephen Pauley

Variations

HR Focus reserves the right to vary, replace or terminate this Policy from time to time.