

### **Purpose**

The purpose of the Social Media Policy (“Policy”) is to minimise the Company’s social media risk. This Policy defines the Company’s view of the use of Social Media by its Directors, executives and employees, consultants and contractors.

### **Application**

All Directors, executives and employees, consultants and contractors.

### **Background**

The distinction between professional and private lives can easily become blurred through social media.

### **Social Media – Personal Usage**

- References to the Company either directly or implied are not acceptable with the exception of references that contribute positively to the business reputation and/or marketing of the Company.
- References to confidential Company information are not acceptable either directly or implied.
- Posting negative or controversial comments about work colleagues is not acceptable.
- Posting comments that may have privacy or other consequences for clients, contractors, suppliers, business relationships, etc., is not acceptable.
- Excessive use of social media during work hours will not be tolerated.

### **Responsibility**

Individuals are responsible for the content and security of their own social media accounts. Individuals are also responsible for their own reputation and any impact of their actions on the Company’s or their colleagues’ reputation.

### **Related policies**

Internal Grievance Policy; Confidentiality Agreement; Employment Contract

### **Queries**

If there are any queries regarding the operation of this policy, please contact the Managing Director, Bahay Ozcakmak.

### **Approval / review / amendment history**

Approved by	Bahay Ozcakmak, Managing Director
Date	29 January 2020
Previous version	9 July 2019
Frequency of review	Annually