

Purpose

Galangoor Duwalami acknowledges that social media activities can be an important communication tool and that employees generally have the right to pursue their own interests outside of working hours. The Purpose of this policy is to advise employees of Galangoor Duwalami that the organisation will not tolerate any social media activities which may have the potential to harm Galangoor Duwalami, its employees or any other stakeholders.

Scope

This policy applies to all permanent and temporary, full-time and part-time employees of Galangoor Duwalami.

Policy Statement

This policy defines social media activities and establishes guidelines for employees who engage in these activities, whether undertaken during working hours or not, where direct or indirect communications may impact on Galangoor Duwalami and/or its employees, or stakeholders.

Process

Professional and Ethical Guidelines

Where social media activities by employees could lead a person to determine that the employee is associated with Galangoor Duwalami, employees should adhere to the following guidelines:

- be aware that the content that you post may be viewed by individuals other than those for whom it is intended
- consider the content being posted and the impact it may have on others before posting
- be respectful to others at all times
- do not post any content to others that you would not accept or would find offensive if the nature of the content was posted in relation to you
- engage in the benefits of online social networking by upholding a professional and respectful approach to all postings and communications.

Prohibited Behaviour

There are particular actions which are prohibited by Galangoor Duwalami. An employee who engages in social media activities and chooses to refer to Galangoor Duwalami, its employees, or stakeholders is required to follow the below guidelines:

- Do not upload, transmit, share or otherwise make available any content that is deemed to be harmful, threatening, unlawful, defamatory, infringing, abusive, inflammatory, harassing, vulgar, obscene, fraudulent, discriminatory, invasive of privacy or publicity rights, hateful, or racially, ethnically or otherwise objectionable

- The employee must consider and take reasonable steps to ensure content posted involving Galangoor Duwalami is not perceived as an official posting, announcement or communication, unless given prior approval by the CEO or their delegate
- Confidential information relating to Galangoor Duwalami under any circumstances, including but not limited to financial information, branding, client information, marketing initiatives, client and employee matters must remain confidential and must not be disclosed
- The use of Galangoor Duwalami's logos or trademarks is strictly prohibited and must not be posted on any social media mediums without the authority of the CEO or their delegate.

Activity via Internal Social Media Activities

Any activity undertaken on an official Galangoor Duwalami website or social media page is considered to be internal social media activities. This includes but is not limited to posting, commenting, sharing and linking on and to the approved pages. Only an approved delegate of the organisation is permitted to post on these official platforms and all content must be approved by the CEO prior to release.

The approved delegate will remove any activity linked to these platforms that is not approved or is deemed inappropriate and will block access to participants as required. Any such action taken by the approved delegate will be reported to the relevant Manager and disciplinary action will be undertaken, which can include but is not limited to termination.

Reporting of Social Media Activity

If an employee becomes aware of social media site or posting containing criticism or complaints about the organisation, the matter should be referred to the CEO.

The CEO should also be advised if an employee becomes aware of:

- a social media site or posting that generally damages the good reputation of Galangoor Duwalami
- a site or posting from an employee which conflicts with this policy.

Audit of Social Media Activity

Galangoor Duwalami may, from time to time, conduct audits of social media activities to monitor compliance and identify breaches of this Policy.

Legal

Employees using social media sites are required to understand the legal consequences of communications. Any evidence or formal complaint of any inappropriate comments, videos, photos or data will be investigated and subject to disciplinary action in accordance with current laws and following Galangoor Duwalami's Policies and Procedures.

Breach of Social Media Policy

Should an employee breach the Social Media Policy, disciplinary action may be taken. This could include, but is not limited to termination. Please see the Performance and Misconduct policy for more information.

Related Policies and Documentation

Code of Conduct Policy
Performance and Misconduct Policy
Internet, Email and Computer Use Policy

Workplace participant acknowledgement

I acknowledge:

- *receiving the Galangoor Duwalami Social Media Policy;*
- *that I will comply with the Policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment or contract for services.*

Workplace participant

Name:

Signed:

Date:
