



POL010 - SOCIAL MEDIA POLICY



This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

PRINCIPLES

The following principles apply to professional use of social media on behalf of AsClear Pty Ltd as well as personal use of social media when referencing AsClear Pty Ltd

Employees need to know and adhere to the AsClear Pty Ltd's Code of Conduct and other company policies when using social media in reference to AsClear Pty Ltd.

Employees should be aware of the effect their actions may have on their image, as well as AsClear Pty Ltd's image. The information that employees post or publish may be public information for a long time;

Employees should be aware that AsClear Pty Ltd may observe content and information made available by employees through social media.

Employees should use their best judgment in posting material that is inappropriate or harmful to AsClear Pty Ltd, its employees, or customers

Employees **MUST** obtain permission before taking photographs relating to employment at AsClear Pty Ltd

Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing or that can create a hostile work environment;

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Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with Senior Management and/or supervisor.

Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized AsClear Pty Ltd spokespersons.

Social media use shouldn't interfere with employee's responsibilities at AsClear Pty Ltd. Computer systems are to be used for business purposes only. When using AsClear Pty Ltd computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, AsClear Pty Ltd blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.

Subject to applicable law, after-hours online activity that violates the Company's Code of Conduct or any other company policy may be subject disciplinary action or termination.

Lance Willis - Managing Director

Darren Kelly - Managing Director

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