

SOCIAL MEDIA POLICY

1. SOCIAL MEDIA POLICY

1.1 The Social Media Policy ('Policy') relates to Disability Macarthur ('Disability Macarthur Family Support & Care') 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 01/07/2022. 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 Disability Macarthur Family Support & Care ('Disability Macarthur Family Support & Care Employees'), as well as contractors, temporaries and subcontractors working for or on behalf of either a company or any associated companies in the Disability Macarthur Family Support & Care workplace ('Disability Macarthur Family Support & Care Contractors').

3.2 The Policy also applies to Disability Macarthur Family Support & Care Employees and Disability Macarthur Family Support & Care Contractors' participation in social media inside or outside of any Disability Macarthur Family Support & Care 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 Disability Macarthur Family Support & Care. Nor does it form part of any contract for service with Disability Macarthur Family Support & Care.

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 Disability Macarthur Family Support & Care; non-public information about the organisation and affairs of Disability Macarthur Family Support & Care 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

Document Title: Social Media Policy			Authorised by: Julie Blazic		
Document #: POL027	Version #: 1	Issue Date: 01/07/2022	Revision Date: 01/07/2023	Page 1 of 6	

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 Disability Macarthur Family Support & Care or obtained in the course of working or providing services to Disability Macarthur Family Support & Care 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 Disability Macarthur Family Support & Care Employees and Disability Macarthur Family Support & Care Contractors, inside and outside working hours, in the workplace of Disability Macarthur Family Support & Care (or a related corporation of Disability Macarthur Family Support & Care) 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, trademark, 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 Disability Macarthur Family Support & Care IN SOCIAL MEDIA

5.1 In consideration of the type of business of Disability Macarthur Family Support & Care, any comments about or in connection with Disability Macarthur Family Support & Care made in a social media platform must be factual and consistent information with Disability Macarthur Family Support & Care’s goals and objectives. This means protecting commercially sensitive information in accordance a Disability Macarthur Family Support & Care Employee’s contract of employment and a Disability Macarthur Family Support & Care Contractor’s contract for service.

5.2 All Disability Macarthur Family Support & Care Employees and Disability Macarthur Family Support & Care Contractors are restricted from making comments on behalf of Disability Macarthur Family Support & Care or using Disability Macarthur Family Support & Care’s branding, (including the corporate

logo, internal logo and registered trademarks), in any social media platform unless otherwise authorised.

5.3 Only the following Disability Macarthur Family Support & Care Employees are authorised to speak on behalf of Disability Macarthur Family Support & Care on Social media platforms:

(a) OWNER

5.4 Disability Macarthur Family Support & Care recognises that circumstances may arise in which Disability Macarthur Family Support & Care Employees and Disability Macarthur Family Support & Care Contractors make mention of Disability Macarthur Family Support & Care in social media.

5.5 Unless authorised by Disability Macarthur Family Support & Care, any comments made by Disability Macarthur Family Support & Care Employees and Disability Macarthur Family Support & Care Contractors must contain a disclaimer that they are not representing Disability Macarthur Family Support & Care and do not have authority to speak on behalf of Disability Macarthur Family Support & Care, and the views of the Disability Macarthur Family Support & Care Employee/Disability Macarthur Family Support & Care Contractor do not represent the views of Disability Macarthur Family Support & Care.

6. ACKNOWLEDGEMENT

6.1 All Disability Macarthur Family Support & Care Employees and Disability Macarthur Family Support & Care Contractors acknowledge that:

(a) they are not to make comments which might reflect negatively on Disability Macarthur Family Support & Care's reputation or make deliberately false or misleading claims about Disability Macarthur Family Support & Care, or its products or services. Any recognised inaccurate comments must have all reasonable efforts made by the Disability Macarthur Family Support & Care Employee or Disability Macarthur Family Support & Care Contractor to correct the statement;

(b) they must not disclose confidential or commercially sensitive information about Disability Macarthur Family Support & Care including Disability Macarthur Family Support & Care'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 Disability Macarthur Family Support & Care without the explicit prior permission of the Julie Blazic;

(d) they must observe the relevant privacy, defamation, and copyright laws; and

(e) they must comply with relevant discrimination laws and Disability Macarthur Family Support & Care policies that relate to discrimination and harassment.

Document Title: Social Media Policy			Authorised by: Julie Blazic		
Document #: POL027	Version #: 1	Issue Date: 01/07/2022	Revision Date: 01/07/2023	Page 3 of 6	

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 Disability Macarthur Family Support & Care’s reputation.
- 7.2 If you become aware of any such material which may damage Disability Macarthur Family Support & Care or its reputation, you must immediately notify your manager and Julie Blazic.

8. EXTERNAL SOCIAL MEDIA PLATFORMS

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

9. Disability Macarthur Family Support & Care EMPLOYEES’ AND Disability Macarthur Family Support & Care CONTRACTORS’ RESPONSIBILITIES

9.1 Disability Macarthur Family Support & Care Employees and Disability Macarthur Family Support & Care Contractors are personally responsible to report any inaccurate, misleading, or deceptive information they encounter about Disability Macarthur Family Support & Care and its products and services to the Julie Blazic.

10. WARNING

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

10.2 Disability Macarthur Family Support & Care 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 Disability Macarthur Family Support & Care’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 Disability Macarthur Family Support & Care’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 Disability Macarthur Family Support & Care’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 Disability Macarthur Family Support & Care’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 Disability Macarthur Family Support & Care Contractors, the termination or non-renewal of their contract for service).

12. Disability Macarthur Family Support & Care CONTACT

12.1 Any questions about this Policy should be directed to Julie Blazic.

Document Title: Social Media Policy			Authorised by: Julie Blazic	
Document #: POL027	Version #: 1	Issue Date: 01/07/2022	Revision Date: 01/07/2023	Page 5 of 6

Variations

Disability Macarthur Family Support & Care reserves the right to vary, replace or terminate this Policy from time to time.

Document Title: Social Media Policy			Authorised by: Julie Blazic	
Document #: POL027	Version #: 1	Issue Date: 01/07/2022	Revision Date: 01/07/2023	Page 6 of 6