

The following policy relates to use of social media at work or in connection with your position as a Stair Lock employee.

Social media sites blur the line between your personal and professional lives, your private expressions and your public expressions. Therefore, you must think carefully about your conduct online and recognise that you will be held accountable if your actions damage the reputation of Stair Lock by association.

Unacceptable behaviour in the social media space which has an impact on your role, a colleague or the reputation of the business by association will be treated as a disciplinary issue as any other disciplinary issue relating to employment.

All employees have rights and responsibilities in the off-line world. These rights and responsibilities are preserved in the online world. People are expected to be able to work free of harassment and bullying in the workplace and this includes online.

Employees are reminded that the permanence, visibility and wide interconnection of the social media world means that communications often have a wider and more permanent audience (and therefore impact) than in the off-line world.

As a general guide, employees will adhere to the following:

1. Employees will utilise social media in a way that complies with our employee code of conduct. Specifically
 - a. Behave with honesty and integrity
 - b. Adhere to the principles of natural justice
 - c. Conduct themselves in such a way as to protect the reputation of Stair Lock
 - d. Complies with company policies and procedures
 - e. Complies with Australia law
 - f. Complies with the terms and conditions of their contract of employment
2. Employees may identify themselves as being employees of Stair Lock on social media sites such as Facebook and LinkedIn but in doing so understand that **all** conduct made by the employee on that site is then governed by this policy. Where employees identify themselves as employees of Stair Lock, they must also accurately reflect their contracted position title (as per their employment contract) if included on social media platforms such as LinkedIn.
3. Employees may not act as a spokesperson for the company in social media unless they have the expressed and specific written permission to do so from the CEO.
4. Employees may not post on social media pages owned or managed by the company to make comments as if consumers (such as reviews) in such a way as to have the potential to mislead other potential consumers through lack of identification as an officer of the company.
5. Social media use must comply with the company principles and policies on acceptable use of IT services.
6. Employees will protect confidential information in their use of social media.
7. Employees will protect and not breach or infringe the intellectual property rights of a third party.
8. Employees must not allow use of social media sites to distract them from executing their work responsibilities.
9. Employees must use social media in such a way as to not increase their work health safety risk.



Approved by:

Edward Lloyd

Managing Director

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