



Social Media Policy

1. Purpose

- 1.1 The purpose of this Social Media Policy is to provide Residential Scaffold Australia Pty Ltd & RoofSafe Solutions Pty Ltd (collectively referred to as 'RS') employees with guidelines regarding the appropriate use of social media in and/or in connection with their employment.

2. Commencement of Policy

- 2.1 This policy will commence on and from 01 December 2022. It replaces all other policies or arrangements governing the usage of social media (whether written or not).

3. Application of this Policy

- 3.1 This policy applies to employees, agents and contractors (including temporary contractors) of RS, collectively referred to in this policy as workplace participants. This policy does not form part of an workplace participant's contract of employment. Nor does it form part of any other workplace participant's contract for service.

4. Policy

4.1 COMPANY CONFIDENTIAL INFORMATION & PRIVACY

All confidential information relative to the employment and the business of the Employer is, and remains at all times, the property of the Employer. Workplace participants 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, workplace participants should check with a Director.

DISCRIMINATION, HARASSMENT AND WORKPLACE BULLYING

- 4.2 Social media (both personal and business accounts) are not to be used to discriminate, harass or bully staff members or the company's associates. Personal accounts should also not be used to defame RS in any way and prohibited content is not to be posted at any time. This includes but is not limited to commentary, content, images that could be seen as offensive, threatening, defamatory, pornographic, proprietary, harassing, libelous or that could create a hostile work environment.

RS' SOCIAL MEDIA

- 4.3 Workplace participants responsible for RS' social media must gain permission before posting images of current (or former workplace participants), members, vendors, suppliers or clients. Additionally, workplace participants should get appropriate permission to use third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.



5. Beach of this Policy

- 5.1 Failure to follow the above policy can expose RoofSafe Solutions to significant risk. Reputational harm, defamation, poor workplace culture, bullying and harassment, workplace health and safety and negligence are issues that could arise if social media is not properly managed.
- 5.2 Workplace participants should be aware that RS may observe content and information made available by workplace participants through social media. Workplace participants should use their best judgement.
- 5.3 If an workplace participant feels that social media (from another workplace participant or RS) has been used in a negative way they should immediately notify the a Director. An investigation into the breach will be undertaken.
- 5.4 Any deliberate breaches of this policy may result in disciplinary action (up to and including termination of employment or services) being taken against the workplace participant. Non-deliberate breaches will be handled as required.

Variations

RS reserves the right to vary, replace or terminate this Code from time to time.

All RS policies and procedures will be reviewed every two to three years and distributed to staff. RS is committed to providing an environment which is safe for all staff. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

Signed

Dated ...28/10/2022.....

Residential Scaffold Australia & RoofSafe Solutions