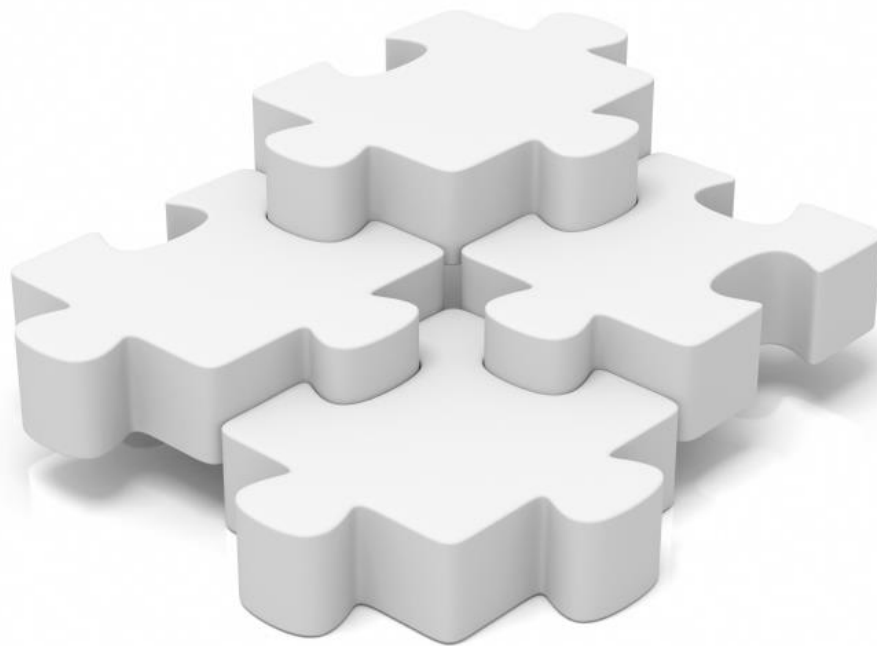




# The WorkPac System

## Social Media Policy - FTMs



Category:	IER	Procedure Reference No.:	CCRO-IER-ALLWP-POL-039.1	Approved By:	Chief Commercial & Risk Officer
Applie To:	FTMs	Responsible for Review:	General Manager - Employment Relations	Date of Approval:	26 <sup>th</sup> May 2022



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## I. WHY WE DO IT

Personal and professional use of social media by WorkPac Group of Companies (WorkPac) Field Team Members (FTMs) must not bring WorkPac or its clients into disrepute, compromise effectiveness at work, imply WorkPac endorsement of personal views or disclose, without authorisation, confidential information.

The intention of this policy is to ensure that FTMs who use social media in a personal capacity, have guidance regarding WorkPac's expectations where the social media activity is about WorkPac, its products or services, its people, its clients, its FTMs, its competitors and/or other business related individuals or organisations.

This policy applies to all FTMs engaged by WorkPac and on assignment with a client of WorkPac.

This policy should be read and interpreted in conjunction with the following WorkPac's policies and procedures:

- Privacy Policy;
- Harassment, Unlawful Discrimination & Workforce Bullying Policy;
- Employee Relations Policy;
- Who We Are and Our Aspiration Policy.

## 2. WORKPAC GROUP CODE OF BUSINESS CONDUCT BREACH OF POLICY

Breaches of this policy may lead to disciplinary action, including possible termination of employment.

Where inappropriate use under this policy constitutes a breach of any law, action may also be taken in accordance with that law by WorkPac or concerned third parties.

## 3. SOCIAL MEDIA DEFINED

Social media are forms of electronic communication through which a user create an online community to share information, ideas, personal messages, and other content (such as videos). Examples of social media includes (but is not limited to):

- Social networking sites (e.g. Facebook, LinkedIn );
- Video and photo sharing websites (e.g., Youtube, Instagram, Snapchat, , Tiktok, Periscope);
- Blogs, including corporate blogs and personal blogs;
- Blogs hosted by media outlets (e.g. 'comments' or 'your say' feature on theage.com.au);
- Micro-blogging (e.g. Twitter);
- Wikis and online collaborations (e.g. Wikipedia);
- Forums, discussion boards and groups (e.g. Reddit Quora,);
- Video on demand (VOD) and podcasting;
- Online multiplayer gaming platforms (e.g. World of Warcraft, Second life); and
- Instant messaging (including SMS, MMS, WeChat Messenger, WhatsApp).

## 4. STANDARDS OF USE

The following standards apply personal use of social media any time:

- Must not impact the FTM's effectiveness at work;
- Must not imply WorkPac endorsement of the FTM, or any others, personal views;
- Must not imply WorkPac's client endorsement of the FTM , or any others, personal views;
- Must not disclose confidential information;
- Must not disparage WorkPac;
- Must not disparage a client of WorkPac;
- Must not, through words, actions or illustrations, bring WorkPac or its clients' reputation into disrepute; and
- Must not raise grievances with or against WorkPac or a client of WorkPac, or other employees (workplace grievances must be raised through the relevant WorkPac policy and/or dispute resolution procedure).

## 5. PERSONAL USE OF SOCIAL MEDIA

This policy does not intend to discourage nor unreasonably limit a FTM's personal expression or online activities. However, FTMs must recognise the potential for damage to be caused (either directly or indirectly) to WorkPac in certain circumstances via the personal use of social media when a FTM can be identified as a WorkPac employee.

Where a FTM comments or the profile identifies a FTM as an employee of WorkPac, the FTM must:

- Only disclose and discuss publicly available information;
- Ensure that all content published is accurate and not misleading and complies with all relevant WorkPac's policies;
- Expressly state on all postings (identifying you as a WorkPac employee) the stated views are your own and are not those of WorkPac;
- Be polite and respectful to all people you interact with;
- Seek appropriate approvals if using photos of other WorkPac employees, clients, FTMs or client projects/facilities; and
- Adhere to the terms of use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws, and WorkPac's Privacy Policy.

### **A FTM must not:**

- Post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a court suppression order, or is otherwise unlawful;
- Imply that you are authorised to speak as a representative of WorkPac, nor give the impression that the views you express are those of WorkPac;
- Use the identity or likeness of another employee, contractor or client of WorkPac;
- Use or disclose any confidential information or personal information obtained in your capacity as an employee/contractor of WorkPac;
- Use a WorkPac email address or logos or insignia that may give the impression of official support or endorsement by WorkPac of your personal comment;

- Post material that is, or might be construed as, threatening, harassing, bullying or discriminatory towards another employee/contractor of WorkPac;
- Breach mobile phone use policies, social media policies or advertising guidelines as specified by WorkPac or its clients; and
- Make any comment or post any material that might otherwise cause damage to WorkPac's reputation or bring it into disrepute.

## 6. IDENTIFYING AND REPORTING

If you identify content that may be in breach of this policy please report this to WorkPac's IR team at [workpacir@workpac.com](mailto:workpacir@workpac.com).