



# INDIANIC SERVICES

## SOCIAL MEDIA POLICY

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## 1. INTRODUCTION

The policy should be read in conjunction with the Indianic Confidentiality Agreement – HR-AD-001. It applies to all Indianic employees, including management, clients and subcontractors.

The policy provides a guideline for employees to use social media in an appropriate manner. For the purpose of the policy, the definition of 'social media' or 'social network(s/ing)' refers to: blogs, microblogs, chat rooms, electronic newsletters, online forums, social networking sites (e.g. Facebook, Twitter, Instagram etc.) and/or other sites and services which allow users to share information with others in an unrestricted manner.

The policy has been developed for mutual protection. By not complying with the policy and disregarding the provided information and guidelines, employees or subcontractors could potentially incriminate both the company and employees and subcontractors.

## 2. PURPOSE AND SCOPE

Social media should not be used as a forum for management, employees or subcontractors of Indianic to broadcast their problems or complaints with the company, post personal or incriminating details/information about employees or publish any information about the company and/or its clients (such as plans, policies, procedures or systems) which is classified as confidential. Social media is also forbidden to be used to abuse, bullying, discriminate against or sexually harass other employees.

Due to the industry which Indianic is in, Indianic work with some high priority clients whom require confidentiality and maturity from Indianic employees when carrying out works. It is for the reason that it is essential that employees abide by the policy (as well as all other Indianic policies) at all times. Failure to do so will have consequences and may result in termination of employment in extreme circumstances.

The policy contains a list of guiding principles to things that Indianic employees or subcontractors should avoid and how they should conduct themselves on social media when in possession of information or knowledge about the company that may be confidential.

## 3. RESPONSIBILITIES

Indianic employees or subcontractors are required to be aware of, to understand and to abide by the responsibilities of their job role when conducting themselves both within the workplace and on site. Employees' responsibilities are outlined within Indianic's company policies. State and Federal laws regarding conduct in the workplace should also be upheld at all times.

### 3.1. COMPANY RESPONSIBILITIES

Indianic has several policies that required Indianic employees to read and to abide by. It contain information and advices of the responsibilities and expected conduct of everyone working within Indianic.

Employees are to refer to these documents to ensure that they are aware of their responsibilities, depending on which aspect of the company operations in which they are involved;

- [Code of Conduct Policy – OHS-POL-003](#)
- [Code of Ethics Policy – OHS-POL-004](#)



- [Sexual Harassment Policy – OHS-POL-002](#)
- [Industrial Relations Policy – IR-POL-001](#)
- [IT Security Plan – OHS-AP-007](#)
- Employee Relations & Social Impact Management Plan – ADM-MP-002
- Confidentiality Agreement – HR-AD-001

These documents are primarily related to Social Media Policy and its rights to privacy and confidentiality. Indianic employees and subcontractors are required to read these documents and a copy of these documents can be obtain from HR Officer.

### **3.2. LEGAL RESPONSIBILITIES**

Indianic employees and subcontractors have an obligation to uphold the laws and legislations existing in both States and Federal Government of Australia. Committal of any of these offences will result in receipt of warnings and in some cases, will result in termination of employment and/or law enforcement being notified if the behaviour is continued.

#### **3.2.1.PRIVACY, CONFIDENTIALITY AND INFORMATION SECURITY**

Indianic's policies on privacy, confidentiality and security should be followed at all times when an employee is in possession of confidential information about the company or its subsidiaries. The *Privacy Act of 1988* should also be followed at all times.

Employees are not to publish any conversations or information that is deemed confidential or classified or in reference to the company's internal matters on social media.

Personal information about employees, clients or subcontractors are not be made available on social media unless the person whose information is being published has provided consent to the use and disclosure of their personal information.

#### **3.2.2.HARASSMENT, BULLYING AND DISCRIMINATION**

The *Fair Work Act of 2009 (Cth)* covers many workplace issues, including harassment, bullying and discrimination.

Indianic's policy on workplace sexual harassment, bullying and discrimination as outlined in the [Code of Conduct Policy – OHS-POL-003](#), the [Code of Ethics Policy – OHS-POL-004](#) and the [Sexual Harassment Policy – OHS-POL-002](#) applies to both online and in the workplace.

Workplace harassment, bullying and discrimination includes any bullying or harassing comments employees make online or in the workplace to other employees, management, clients or subcontractors. It applies both inside and outside office hours.

Discrimination is defined as taking adverse action against someone because of a person's race, ethnicity, gender, age, sexual preference, marital status, pregnancy, religion or political opinion. Any actions or comments of discriminations are forbidden within Indianic.

All employees are expected to treat their colleagues with respect and dignity and must ensure that their behaviour cannot be considered bullying, harassment or discrimination.

Abusive, harassing or threatening behaviour on social media towards another employee will result in disciplinary action being taken.



### 3.2.3. DEFAMATION

In accordance with the *Defamation Act of 2005*, employees are to refrain from publishing material that may cause injury to another person, Indianic, or Indianic's reputation. If such is done, disciplinary action may be taken and depending on the circumstances. This action can advance to legal proceedings.

### 3.2.4. OFFENSIVE OR OBSCENE MATERIAL

Offensive or obscene material on social media that is directed towards or in reference to Indianic in a defaming manner or is used to harass or making another employee uncomfortable is strictly prohibited. Material that is offensive or obscene may also breach relevant online classification laws if the content is pornographic, sexually suggestive, harassing, hateful, racist, sexist, abusive or discriminatory.

## 4. IDENTIFYING APPROPRIATE USE

There is an 'appropriate' and an 'inappropriate' manner in which to use social media. As the presence of online social networking is so large, and people feel so free to air their thoughts and opinions, many employers nowadays often look at employees or potential employee's social networking profiles in order to gain an idea or better understanding of what sort of person they are working with. Colleagues also quite often now are connected via social media and so can see everything one another does, says, posts, what interests they have and activities they partake in.

For these reasons, the expectations for what is considered 'appropriate use' differ when considering how a social media user may appear to their employer or colleagues based on what they post online, as opposed to what their close friends and family deem appropriate or 'normal' from that person.

### 4.1. APPROPRIATE PERSONAL USE OF SOCIAL MEDIA

The policy does not discourage or limit employees from using social media, or other online activities in their personal lives for personal expression.

It does however express, how and why employees should be aware of and understand the potential risks to Indianic and their employment with Indianic that being careless online can cause, either directly or indirectly. Employees are to follow guidelines to minimise any risks to Indianic and its employees.

Employees are responsible for any content that they publish on social media platforms. The best option would be to avoid posting any work related matters online, as any negative comments made online can be traced back to the company.

If employees are required to post any work related matters, the company, employer or colleagues on social media, these guidelines are to be follow:

Employees must:

- Only disclose and discuss information that is not obtained through their employment with Indianic in a professional capacity. Nothing that is deemed confidential by the company.
- Ensure that all content published is accurate and complies with all relevant Indianic policies and other legal requirement.



- Clearly state that views expressed are personal and are not representative of the company.
- Be polite and respectful, so as to not misrepresent themselves or the company.
- Adhere to the terms of use for using social media platforms or websites.
- Adhere to relevant legislation including copyright, privacy, defamation, harassment and discrimination, any other applicable laws, and Indianic's policies.

Employees must avoid:

- Posting material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, breaches copyright, or is otherwise unlawful.
- Posting material that is, or might be considered threatening, harassing, bullying or discriminatory towards another employee or subcontractor of Indianic.
- Implying that they are authorised to speak as a representative of Indianic, or giving the impression that the views expressed are those of Indianic.
- Using the identity of another employee, subcontractor or other person involved with Indianic.
- Using or disclosing any confidential or personal information obtained as an employee of Indianic.
- Commenting or posting on any material that might otherwise disgrace or damage Indianic's reputation.

## 5. INDIANIC CONFIDENTIALITY AGREEMENT

Employees are required to familiarise themselves to Indianic's Confidentiality Agreement – HR-AD-001 and signed the agreement upon commencement of their employment. Employees should see and speak to the HR Officer if it has not been action.

'Confidential Information' is defined in the Confidentiality Agreement as:

- Information which is, by nature, confidential.
- Information which is specified by a party to be confidential.
- Information which a party knows or ought to know is confidential.
- All information or material that has or could have commercial value or other utility in the business which the disclosing party is engaged.
- Personnel information (including employees, subcontractors, contractors, agents and/or authorised representatives).
- Personal information (refer to the *Privacy Act 1988 (Cth)*).
- All Indianic policies, plans, procedures, systems, financial records and project development details.



- Information, knowledge, methodology, statistics, trade secrets, ideas, operational information, scientific and/or technical processes or techniques, product composition/design and details owned by Indianic.

## **6. COMPLIANCE**

Depending on the circumstances, failure to comply with the policy may be considered a breach of company policy. A breach of company policy will result in disciplinary action and, in more serious cases, may result in termination of employment.

## **7. POLICY APPROVAL & REVIEW**

The policy has been approved by the Indianic Managing Director. Indianic Management will review and update the Social Media Policy annually. An appointed Indianic Manager will be responsible for ensuring the currency and compliance of the Social Media Policy.