

SOCIAL MEDIA POLICY

Fleurieu Cranes (FC) supports their employee's right to engage in social media, however, individuals should be aware that the content they share may be publically available and may adversely affect FC and its customers. To ensure the integrity of uploaded content, the following should be considered:

- Understand who may be viewing the content and how it may be received
- Do not post or upload unlawful content or content which encourages others to do the same. This includes breaching privacy, breaching another person's intellectual property rights such as copyright, condoning illegal activity and contempt of court
- Do not post personal information such as addresses, phone numbers, email addresses or other online contact details relating either to you or other FC employees
- Do not impersonate or falsely claim to represent a person or an organisation

By identifying yourself as an employee of Fleurieu Cranes, personnel must ensure the following:

- When posting content which may concern others, individuals shall protect the privacy of FC customers and industry associates
- FC employees shall not engage in social media activities during hours of work unless for approved purposes
- Do not upload pictures or other content which may be viewed as racist, pornographic, hostile or defamatory
- Violation of this policy will be subject to disciplinary actions

Philip Allen

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MANAGING DIRECTOR



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SIGNATURE

17 JUNE 2015

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DATE