



# INTERNET, EMAIL AND SOCIAL MEDIA POLICY

Comgroup supplies is committed to creating a safe workplace for all workers and members of the public. This Internet, Email and Social Media Policy outlines the responsibilities for all Comgroup Supplies workers. In accordance with the *Information Privacy Act 2009 (QLD)*, *Work Health and Safety Act 2011*, and all other relevant codes of practice, this policy is created. Social media can include all social and professional networks, video and image sharing tools, enterprise tools, messaging tools, blogs and forums, and wikis.

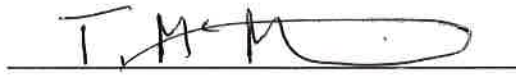
Workers will uphold compliance by:

- Ensuring that any post in a personal capacity is made in a lawful manner. A reasonable person should not perceive it to be:
  - A breach of state, territory, or federal laws
  - Affecting public confidence in Comgroup Supplies Pty Ltd
  - Affecting a worker's ability to complete their duties in an impartial manner
  - Made on behalf of Comgroup Supplies Pty Ltd
- Collecting consent of workers prior to posting images or videos of staff members and plant
- Confirming that any content relating to work that is, or perceived as offensive, threatening, harassing or discriminatory is not posted and is dealt with through the Grievances Policy
- Not engaging in commentary that's extreme in the criticism of Comgroup Supplies Pty Ltd, or any workers employed by Comgroup Supplies Pty Ltd
- Withholding sensitive, personal, or confidential information regarding Comgroup Supplies Pty Ltd
- Ensuring that the internet and email resources provided are only used for official purposes.
- Understanding that any personal use of resources provided are still subject to any applicable legislation
- Any evidence suggesting of resources were used for illegal purposes will be thoroughly investigated. The penalties for this will be severe, leading up to, and including instant dismissal

Steven Myler  
CEO

  
Signature

Terry McManus  
Head of People and Safety

  
Signature