

## SOCIAL MEDIA POLICY

Fleurieu Cranes supports its employee's right to use social media, however, individuals should be aware that the content they share may be publically available and may adversely reflect on the company and its customers. To ensure the suitability of uploaded content, the following must be considered:

- The posting/uploading of images with any reference to Fleurieu Cranes, its customers, subcontractors or workers requires prior permission from company management.
- No unlawful content or content which encourages unlawful behaviour shall be posted. This includes breaching privacy, intellectual property rights, 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 to the company, its customers, subcontractors and workers.
- Do not impersonate or falsely claim to represent a person or an organisation.

By identifying themselves as an employee of Fleurieu Cranes, personnel must:

- Always protect the privacy of the company, its customers and industry associates.
- Not engage in social media activities during hours of work unless for approved purposes.
- Not upload pictures or other content which may be viewed as discriminatory, pornographic, hostile or defamatory.

Violation of this policy will be investigated and may result in disciplinary action.

Philip Allen  
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MANAGING DIRECTOR

  
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SIGNATURE

16 March 2018  
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DATE