

## SOCIAL NETWORKING

### POLICY STATEMENT:

HR Staff n Stuff realises that employees are enriched by participating in various platforms of social media. When an employee of HR Staff n Stuff clearly identifies their association with HR Staff n' Stuff, for example their job title on their Facebook page or discusses their work, they are expected to behave appropriately and in ways that are consistent with the HR Staff n Stuff core values and behaviours.

The intention of this policy is not to stop employees from conducting legitimate activities on social media and the internet but serves to flag those areas in which conflicts can arise.

HR Staff n Stuff fully respects the legal rights of our employees. In general, what you do on your own time is your affair, however, activities in or outside of work that affect your job performance, the performance of others, or the HR Staff n Stuff company interests or reputation are a proper focus this policy.

### PROCEDURES:

- a. **Protecting confidential and proprietary information** - Be thoughtful about what you publish or post on public platforms. You must make sure you do not disclose or use HR Staff n Stuff confidential or proprietary information in any online social computing platform. Eg: ask permission before posting someone's picture or publishing a conversation that was meant to be private.
- b. **HR Staff n Stuff business performance** - You must not comment on confidential information such as future business performance, business plans or prospects, HR Staff n' Stuff's or client details or financial results.
- c. **HR Staff n Stuff Confidentiality** - as an employee of HR Staff n Stuff there is an inferred trust and expectation that you will not harm the business in any way and this extends to not 'trash talking' the company, any client or employee of any client or any person who works for HR Staff n Stuff in any way on any social media or internet site.
- d. **Representation** – no employee is permitted to make any comments online in any social media (or any media) or other online platform where they appear to be making comments on behalf of the company, unless authorised to do so by the Director.
- e. **Appropriate Online Activity** – HR Staff n Stuff encourages all employees to engage with our company pages online and to share any information that is in the public domain already. Eg: information about new products, events, achievements etc.

- f. **Productive Work** – all employees are expected to engage in productive work tasks during working hours. Interaction on social media while working is not permitted unless it is a bona fide business requirement. Updating of LinkedIn profiles for business engagement is allowed as is engaging with business posts or undertaking social media activities if a requirement of your role.
- g. All employees are encouraged to engage in appropriate social media activity that help the business or it's people improve their professional profiles or followers. Employees should seek advice from the Marketing and Communication Manager for assistance in improving own profiles or supporting the business efforts to improve it's social media reach

Engaging in activities that are contrary to this policy may lead to disciplinary action