

SOCIAL MEDIA POLICY

1. SOCIAL MEDIA POLICY

1.1 The Social Media Policy ('Policy') relates to Jet Refrigeration Pty Ltd ('Jet Refrigeration') and, where relevant, operates in conjunction with the Internet, Email and Computer Use Policy and the Contract of Employment or contract for service.

2. COMMENCEMENT OF POLICY

2.1 This Policy will commence from 10/06/2021. It replaces all other policies, if any, relating to access to social media platforms and social networking sites (whether written or not).

3. SCOPE

3.1 The Policy relates to all full-time, part-time and casual employees of Jet Refrigeration ('Jet Refrigeration Employees'), as well as contractors, temporaries and subcontractors working for or on behalf of either a company or any associated companies in the Jet Refrigeration workplace ('Jet Refrigeration Contractors').

3.2 The Policy also applies to Jet Refrigeration Employees and Jet Refrigeration Contractors' participation in social media inside or outside of any Jet Refrigeration workplace and includes use of a Contractor's or an Employee's own device.

3.3 The Policy does not form part of any contract of employment with Jet Refrigeration. Nor does it form part of any contract for service with Jet Refrigeration.

4. DEFINITIONS

4.1 In this Policy:

(a) **'Blogging'** means the act of using web log or 'blog'. A blog is a frequently updated website featuring diary-style commentary, audio-visual material and links to articles on other websites.

(b) **'Confidential Information'** includes but is not limited to trade secrets of Jet Refrigeration; non-public information about the organisation and affairs of Jet Refrigeration such as: pricing information such as internal cost and pricing rates, production scheduling software, special supply information; marketing or strategy plans; exclusive supply agreements or arrangements; commercial and business plans; commission structures; contractual arrangements with third parties; tender policies and arrangements; financial information and data; sales and training materials; technical data; schematics; proposals and intentions; designs; policies and procedures documents; concepts not reduced to material form; information which is personal information for the purposes of privacy law;

and all other information obtained from Jet Refrigeration or obtained in the course of working or providing services to Jet Refrigeration that is by its nature confidential.

- (c) **'Computer'** includes all laptop computers and desk top computers.
- (d) **'Hand Held Device'** includes all such devices which are used by Jet Refrigeration Employees and Jet Refrigeration Contractors, inside and outside working hours, in the workplace of Jet Refrigeration (or a related corporation of Jet Refrigeration) or at any other place. Such devices include, but are not limited to, mobile phones, Blackberrys, Palm Pilots, PDAs, iPhones, tablets, iPads, other handheld electronic devices, smart phones and similar products, and any other device used to access social networking sites or a social media platform.
- (e) **'Intellectual Property'** means all forms of intellectual property rights throughout the world including copyright, patent, design, trademark, trade name, and all Confidential Information and including know-how and trade secrets.
- (f) **'Person'** includes any natural person, company, partnership, association, trust, business, or other organisation or entity of any description and a person's legal personal representative(s), successors, assigns or substitutes.
- (g) **'Social Networking Site'** and **'Social Media Platform'** includes but is not limited to Facebook, My Space, Bebo, Friendster, Flickr, LinkedIn, XING, Blogger, WordPress, You Tube, Twitter, Yahoo Groups, Google Groups Whirlpool, Instant Messaging Services, Message Board, Podcasts, 'Wikis' (e.g., Wikipedia) and other similar sites.

5. REPRESENTING Jet Refrigeration IN SOCIAL MEDIA

- 5.1 In consideration of the type of business of Jet Refrigeration, any comments about or in connection with Jet Refrigeration made in a social media platform must be factual and consistent information with Jet Refrigeration's goals and objectives. This means protecting commercially sensitive information in accordance a Jet Refrigeration Employee's contract of employment and a Jet Refrigeration Contractor's contract for service.
- 5.2 All Jet Refrigeration Employees and Jet Refrigeration Contractors are restricted from making comments on behalf of Jet Refrigeration or using Jet Refrigeration's branding, (including the corporate logo, internal logo and registered trademarks), in any social media platform unless otherwise authorised.
- 5.3 Only the following Jet Refrigeration Employees are authorised to speak on behalf of Jet Refrigeration on Social media platforms:
 - (a) OWNER

5.4 Jet Refrigeration recognises that circumstances may arise in which Jet Refrigeration Employees and Jet Refrigeration Contractors make mention of Jet Refrigeration in social media.

5.5 Unless authorised by Jet Refrigeration, any comments made by Jet Refrigeration Employees and Jet Refrigeration Contractors must contain a disclaimer that they are not representing Jet Refrigeration and do not have authority to speak on behalf of Jet Refrigeration, and the views of the Jet Refrigeration Employee/Jet Refrigeration Contractor do not represent the views of Jet Refrigeration.

6. **ACKNOWLEDGEMENT**

6.1 All Jet Refrigeration Employees and Jet Refrigeration Contractors acknowledge that:

- (a) they are not to make comments which might reflect negatively on Jet Refrigeration’s reputation or make deliberately false or misleading claims about Jet Refrigeration, or its products or services. Any recognised inaccurate comments must have all reasonable efforts made by the Jet Refrigeration Employee or Jet Refrigeration Contractor to correct the statement;
- (b) they must not disclose confidential or commercially sensitive information about Jet Refrigeration including Jet Refrigeration’s Confidential Information or Intellectual Property. This obligation continues after the employment or engagement ceases;
- (c) they must not endorse or cite any client, partner or supplier of Jet Refrigeration without the explicit prior permission of the Jean Yates;
- (d) they must observe the relevant privacy, defamation, and copyright laws; and
- (e) they must comply with relevant discrimination laws and Jet Refrigeration policies that relate to discrimination and harassment.

7. **MATERIAL POSTED BY OTHERS**

7.1 Inappropriate or disparaging content and information stored or posted by others (including non-employees) in the social media environment may also damage Jet Refrigeration’s reputation.

7.2 If you become aware of any such material which may damage Jet Refrigeration or its reputation, you must immediately notify your manager and Jean Yates.

8. **EXTERNAL SOCIAL MEDIA PLATFORMS**

8.1 When using external Social Media Platforms, including, but not limited to, social networks and Blogging sites, Jet Refrigeration Employees and Jet Refrigeration Contractors should not disparage or make adverse comments about Jet Refrigeration, any Jet Refrigeration Employee or any Jet Refrigeration Contractor. This includes where such comments are made whilst a Jet Refrigeration Employee

or Jet Refrigeration Contractor is contributing to a Social Media Platform using a Jet Refrigeration computer and internet resources and similarly whilst using a non-Jet Refrigeration computer or handheld device.

- 8.2 Jet Refrigeration Employees and Jet Refrigeration Contractors should be aware that, in accordance with the Internet, Email and Computer Use Policy, internet usage is continuously logged and archived by Jet Refrigeration for monitoring purposes on an ongoing basis.
- 8.3 If it comes to Jet Refrigeration’s attention that a Jet Refrigeration Employee or Jet Refrigeration Contractor has made inappropriate and/or unauthorised comments about Jet Refrigeration or a Jet Refrigeration Employee or Jet Refrigeration Contractor, Jet Refrigeration may choose to take action against such person as outlined in the Policy. Action will not be limited to contributions made on a Social Media Platform made whilst using Jet Refrigeration computer and internet resources but may include action taken as a consequence of inappropriate and/or unauthorised contributions made about Jet Refrigeration, a Jet Refrigeration Employee or Jet Refrigeration Contractor via a non-Jet Refrigeration computer or Handheld Device.

9. Jet Refrigeration EMPLOYEES’ AND Jet Refrigeration CONTRACTORS’ RESPONSIBILITIES

- 9.1 Jet Refrigeration Employees and Jet Refrigeration Contractors are personally responsible to report any inaccurate, misleading, or deceptive information they encounter about Jet Refrigeration and its products and services to the Jean Yates.

10. WARNING

- 10.1 Apart from the potentially adverse effects a blog or social networking entry may have on Jet Refrigeration, inappropriate blogs on internal or external sites can also have adverse consequences for a Jet Refrigeration Employee or Jet Refrigeration Contractors in terms of future career prospects, as the material remains widely and permanently accessible to other site users.

- 10.2 Jet Refrigeration may use and disclose an Employee’s or Contractor’s social media posts where that use, or disclosure is:

- (a) for a purpose related to the employment of any employee or related to Jet Refrigeration’s business activities; or
- (b) use or disclosure to a law enforcement agency in connection with an offence; or
- (c) use or disclosure in connection with legal proceedings; or
- (d) use or disclosure reasonably believed to be necessary to avert an imminent threat of serious violence to any person or substantial damage to property.

- 10.3 While users are permitted to use Jet Refrigeration’s computer network for limited and reasonable personal use, Employees and Contractors must be mindful that

any information (personal or other) they disclose while using Jet Refrigeration’s computer network may be used and/or disclosed as provided for in clause 10.2 above. An Employee or Contractor is taken to have consented to the use and disclosure of any information (personal or otherwise) that is disclosed during personal use of Jet Refrigeration’s computer network.

11. CONSEQUENCES OF BREACHING THE SOCIAL MEDIA POLICY

11.1 Any breach of the Policy may result in disciplinary action, including, but not limited to, issue of a warning, demotion, suspension, or termination of employment (or, for Jet Refrigeration Contractors, the termination or non-renewal of their contract for service).

12. Jet Refrigeration CONTACT

12.1 Any questions about this Policy should be directed to Jean Yates.

Variations

Jet Refrigeration reserves the right to vary, replace or terminate this Policy from time to time.