



## STATEWIDE GROUP TRAINING (SA) INC

### SOCIAL MEDIA POLICY

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#### **PURPOSE:**

Statewide Group Training (SA) Inc (SGT) recognises that Social Media is a growing and popular way of communicating for individuals and organisations alike. SGT fully respects the legal rights of all employees. In general, what you do in your own time is your business. However, activities in or outside of work hours may affect your job performance, the performance of others or SGT's business interests.

#### **SCOPE:**

This policy applies to:

- Board Members
- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.

#### **POLICY:**

The Board of Directors/Management/employees and any other person employed by SGT or its subsidiaries, now or in the future, are responsible to follow this Policy except with the expressed permissions of the Chief Executive Officer or the Chair of The Board. This Policy will define what is acceptable, and non-acceptable mediums of Social Media. Such media will ultimately be at the discretion of the Chief Executive Officer or The Chair of the Board of Directors.

#### **Definition of Social Media:**

This policy applies to all types of social media platforms and communication tools, whether currently in existence or created in the future.

##### *Current Media examples:*

- Social Networks (e.g. Facebook, LinkedIn, Twitter, My Space)
- Blogs
- Wikis (e.g. Wikipedia and other similar sites where texts can be posted)
- Multimedia or user generated media sites (e.g. You Tube)
- Virtual Worlds (e.g. Second Life)
- Text messaging and mobile device communications
- Email

#### **Usage of Social Media:**

##### *Posting Text -*

SGT recognises the individual's right to post text onto Social Media. However, information/comments which breach SGT's policies, or places employees/clients in an embarrassing situation, threatens an individual or organisation, may bring about disciplinary measures – up to and including termination of employment.

Any text posted must be represented as the individual's own opinion, and the individual must not misrepresent themselves as being anything, or anyone other than themselves (i.e. if you are an apprentice, it must be understood you are an apprentice, not the CEO).



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---

Respect others. Do not make fun of, harass, denigrate, or defame management, colleagues, and others.

SGT absolutely prohibits from publication, posting, texting or discussing the following information of SGT, its subsidiaries or clients anywhere:

- Numbers: - any financial or operation information that has not been publically disclosed. There may be legal obligations and penalties which may apply to both Statewide Group Training and the individual for any breaches.
- Personal Information: - Personal Information (names, addresses, telephone numbers, relationship status, medical information, etc). This breaches Australian Law and SGT policies.
- Legal Information: - Anything to do with a legal case, pending legal case, or legal issues related to SGT, subsidiary or client.
- Protected Information: - Any secret, confidential or proprietary information of SGT or its clients.
- Logos, graphics, and/or advertising materials.

Do not sell or misappropriate any materials belonging to SGT, its subsidiaries or clients.

If contacted by someone requesting information, clarification of a posting, or any other issue relating to SGT, its subsidiaries or clients do not respond, but refer the enquiry and the person's details to either the CEO or a Senior Field Officer, or alternatively your Field Officer of SGT.

Individuals are not permitted to speak or make it look like you speak for SGT, its subsidiaries or clients without an explicit (in writing) agreement.

If posting or sharing files from another source or individual, such files or postings may be subject to copyright laws. You must acknowledge the author, or source of such information and not pass it off as your own work, thoughts or opinions.

SGT may monitor social media postings, and will report any illegal activity or inappropriate behaviour it becomes aware of to the proper authorities. Such activities or behaviour may breach SGT policies to which disciplinary measures may apply, up to and including termination of employment.

#### Posting Photographs/Video Footage –

SGT recognises the individual's right to post photos and/or video footage onto Social Media. However, photographs or video footage which breach SGT's policies, or places employees/clients in an embarrassing situation, or threatens an individual or organisation, may bring about disciplinary measures – up to and including termination of employment.

Photographs/Video footage containing images of individuals in identifying work uniforms, or taken at an official workplace event (either through SGT or Host Employer) must have written permission of all individuals in the photograph/video footage, and must be lodged with SGT and the Host Employer for keeping on personnel files.

If official workplace event photographs/video footage is posted on Social Media, without consent, privacy laws may be breached and penalties may apply from authorities outside of SGT. If photographs/video footage is posted without permission, the offending material must be taken down immediately a request is made for this to happen. Refusal to do so may bring about disciplinary measures – up to and including termination of employment.



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Organisational usage of Social Media –

Postings must be in line with aspects of this policy.

Only authorised (in writing) employees of SGT, and its subsidiaries may be allowed to use a post on behalf of the organisation. Any unauthorised usage and posting onto organisational Social Media sites will bring about disciplinary measures – up to and including termination of employment.

**Other relevant SGT policies:**

Employees, are encouraged to read this policy in conjunction with other relevant SGT policies including, (but not limited to)

- Code of Conduct Policy
- Drugs and Alcohol Policy
- Sexual Harassment Policy
- Equal Opportunity Policy
- Privacy Policy
- WHS Policy

**Disciplinary Measures:**

Organisational Disciplinary measures may include, but are not limited to:

- Written warning
- Publically posting an apology
- Postings being required to be taken down
- Termination of Employment

You must read, understand and follow this Policy. Failure to comply with this policy may result in disciplinary measures, including termination of employment. In certain circumstances you may face civil and/or criminal liability.

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APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL  
SIGNATURE:

DATE: 8<sup>TH</sup> MAY 2024

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