



Social Media Policy

Adopted by resolution of the Board on 26 October 2015

MILLENNIUM SERVICES GROUP LTD
ACN 607 926 787
(MIL)

1 Introduction

What is Social Media?

- 1.1 Social Media is defined here as any internet based platforms which enable user interaction and the sharing and discussion of information, including (but not limited to):
 - 1.1.1 Social networking sites (eg Facebook, MySpace, LinkedIn);
 - 1.1.2 Blogs including corporate or personal blogs as well as comments (eg WordPress, Tumblr);
 - 1.1.3 Video and photo sharing websites (eg Flickr, YouTube);
 - 1.1.4 Online collaborations and encyclopedias (eg Wikipedia);
 - 1.1.5 Micro-blogging sites and activity stream sites (eg Twitter);
 - 1.1.6 Forums and discussion boards (eg Whirlpool, Yahoo! Groups, Google Groups);
 - 1.1.7 Instant messaging.

Other policies

- 1.2 In all interactions whether in the built or virtual environment, MIL Employees represent MIL and any comment made by an Employee may have implications for MIL's business. As such Employees are expected to conduct themselves in line with existing MIL policy requirements, made available to you at induction and periodically throughout your employment.
- 1.3 This policy has been developed to guide MIL Employees as to the standards, expectations and obligations applicable to their use of social media either in the course of their employment or where using social media in a personal capacity (whether at work or elsewhere).

2 Guidelines

Basic expectations

- 2.1 **Be Aware** – Always remember that your social media usage is visible to clients, managers and colleagues as well as past and future employers. Consider what you publish and with whom you share information. Always be alert for potential inferences which may be drawn from content you publish which could embarrass or affect MIL. Never comment on MIL, its clients or Employees in an inappropriate manner.
- 2.2 **Respect the law** – This includes the laws governing defamation, discrimination, harassment and copyright and you should attribute work to the original author or source, where possible.
- 2.3 **Be polite** – MIL prohibits conduct on social media which is obscene, threatening, discriminatory, defamatory, insulting to another party or any conduct that would not otherwise be acceptable in the MIL workplace.

Other issues

- 2.4 **Discussing Colleagues and Clients** – Do not reference or share personal information about MIL staff, members, partners or clients without their approval.
- 2.5 **Confidentiality** – Do not post about MIL, its business, clients or potential clients without express prior permission from management (and the client, if applicable). Employees must only disclose publicly available information.
- 2.6 **Disclosure & Transparency** – If you are authorised to discuss MIL, you must disclose that you are employed by MIL and that your opinions do not represent official positions of MIL. If you are authorised to discuss client activities, you must be transparent and disclose your relationship. Never use a false identity in social media and always ensure your profile and content reflects how you wish to represent yourself to clients and colleagues.

- 2.7 **Social Media during work hours** – Always remember that during work hours you should be focused on your primary work responsibilities. Activity on social media tools during work hours should complement and/or support your role at MIL.
- 2.8 **Identifying inappropriate content** – If you become aware of inappropriate online content relating to MIL or other content which may have been published in breach of these guidelines, you should report this via email to Ms Annabelle Brooks, General Counsel, at annabelle.brooks@mht.net.au

3 Breach of policy

Basic expectations

Failure to comply with these guidelines may result disciplinary action and, in serious cases, in suspension or termination of employment. Any publication on social media that does not comply with these guidelines may be used in disciplinary proceedings.

Respecting differences, appreciating the diversity of opinions and speaking or conducting yourself in a professional manner is expected at all times. If you are not completely confident about what you intend to share, you should seek management input before you post.

For queries or comments please contact Ms Annabelle Brooks, General Counsel, at annabelle.brooks@millenniumsg.com