

## SOCIAL MEDIA POLICY

### 1. SOCIAL MEDIA POLICY

1.1 The Social Media Policy ('Policy') relates to Vision Kitchens & Joinery ('Vision Kitchens') 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 2/11/2021. 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 Vision Kitchens ('Vision Kitchens Employees'), as well as contractors, temporaries and subcontractors working for or on behalf of either a company or any associated companies in the Vision Kitchens workplace ('Vision Kitchens Contractors').

3.2 The Policy also applies to Vision Kitchens Employees and Vision Kitchens Contractors' participation in social media inside or outside of any Vision Kitchens 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 Vision Kitchens. Nor does it form part of any contract for service with Vision Kitchens.

### 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 Vision Kitchens; non-public information about the organisation and affairs of Vision Kitchens 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 Vision Kitchens or obtained in the course of working or providing services to Vision Kitchens that is by its nature confidential.

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- (c) **'Computer'** includes all laptop computers and desk top computers.
- (d) **'Hand Held Device'** includes all such devices which are used by Vision Kitchens Employees and Vision Kitchens Contractors , inside and outside working hours, in the workplace of Vision Kitchens (or a related corporation of Vision Kitchens) 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, trade mark, 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 Vision Kitchens IN SOCIAL MEDIA

- 5.1 In consideration of the type of business of Vision Kitchens, any comments about or in connection with Vision Kitchens made in a social media platform must be factual and consistent information with Vision Kitchens's goals and objectives. This means protecting commercially sensitive information in accordance a Vision Kitchens Employee's contract of employment and a Vision Kitchens Contractor's contract for service.
- 5.2 All Vision Kitchens Employees and Vision Kitchens Contractors are restricted from making comments on behalf of Vision Kitchens or using Vision Kitchens's branding, (including the corporate logo, internal logo and registered trademarks), in any Social media platform unless otherwise authorised.
- 5.3 Only the following Vision Kitchens Employees are authorised to speak on behalf of Vision Kitchens on Social media platforms:
  - (a) OWNER
- 5.4 Vision Kitchens recognises that circumstances may arise in which Vision Kitchens Employees and Vision Kitchens Contractors make mention of Vision Kitchens in social media.
- 5.5 Unless authorised by Vision Kitchens, any comments made by Vision Kitchens Employees and Vision Kitchens Contractors must contain a disclaimer that they are not representing Vision Kitchens and do not have authority to speak on

behalf of Vision Kitchens, and the views of the Vision Kitchens Employee/Vision Kitchens Contractor do not represent the views of Vision Kitchens.

## 6. ACKNOWLEDGEMENT

6.1 All Vision Kitchens Employees and Vision Kitchens Contractors acknowledge that:

- (a) they are not to make comments which might reflect negatively on Vision Kitchens's reputation or make deliberately false or misleading claims about Vision Kitchens, or its products or services. Any recognised inaccurate comments must have all reasonable efforts made by the Vision Kitchens Employee or Vision Kitchens Contractor to correct the statement;
- (b) they must not disclose confidential or commercially sensitive information about Vision Kitchens including Vision Kitchens'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 Vision Kitchens without the explicit prior permission of the Franco Nasso;
- (d) they must observe the relevant privacy, defamation and copyright laws; and
- (e) they must comply with relevant discrimination laws and Vision Kitchens 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 Vision Kitchens's reputation.

7.2 If you become aware of any such material which may damage Vision Kitchens or its reputation, you must immediately notify your manager and Franco Nasso on [ContactofDirectorMedia].

## 8. EXTERNAL SOCIAL MEDIA PLATFORMS

8.1 When using external Social Media Platforms, including, but not limited to, social networks and Blogging sites, Vision Kitchens Employees and Vision Kitchens Contractors should not disparage or make adverse comments about Vision Kitchens, any Vision Kitchens Employee or any Vision Kitchens Contractor. This includes where such comments are made whilst a Vision Kitchens Employee or Vision Kitchens Contractor is contributing to a Social Media Platform using a Vision Kitchens computer and internet resources and similarly whilst using a non-Vision Kitchens computer or hand held device.

8.2 Vision Kitchens Employees and Vision Kitchens Contractors should be aware that, in accordance with the Internet, Email and Computer Use Policy, internet usage is continuously logged and archived by Vision Kitchens for monitoring purposes on an ongoing basis.

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8.3 If it comes to Vision Kitchens’s attention that a Vision Kitchens Employee or Vision Kitchens Contractor has made inappropriate and/or unauthorised comments about Vision Kitchens or a Vision Kitchens Employee or Vision Kitchens Contractor, Vision Kitchens 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 Vision Kitchens computer and internet resources but may include action taken as a consequence of inappropriate and/or unauthorised contributions made about Vision Kitchens, a Vision Kitchens Employee or Vision Kitchens Contractor via a non-Vision Kitchens computer or Hand Held Device.

**9. Vision Kitchens EMPLOYEES’ AND Vision Kitchens CONTRACTORS’ RESPONSIBILITIES**

9.1 Vision Kitchens Employees and Vision Kitchens Contractors are personally responsible to report any inaccurate, misleading or deceptive information they encounter about Vision Kitchens and its products and services to the Franco Nasso.

**10. WARNING**

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

10.2 Vision Kitchens 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 Vision Kitchens’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 Vision Kitchens’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 Vision Kitchens’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 Vision Kitchens’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 Vision Kitchens Contractors, the termination or non-renewal of their contract for service).

**12. Vision Kitchens CONTACT**

12.1 Any questions about this Policy should be directed to Franco Nasso Franco Nasso.

**Variations**

*Vision Kitchens reserves the right to vary, replace or terminate this Policy from time to time.*