

SOCIAL MEDIA POLICY

Georgiou recognises that employees may wish to use social media in their personal life. However, employees should recognise the potential for damage to be caused (either directly or indirectly) to Georgiou in certain circumstances. Accordingly, employees should comply with this policy to ensure any risk of such damage is minimised.

This policy has been developed to provide employees with an understanding of Georgiou's expectations when they engage in conversations or interactions using social media for official, professional and personal use. This policy does not intend to discourage nor unduly limit your personal expression or online activities.

An employee must:

- only disclose and discuss publicly available information;
- act with the best intentions and remember anything posted about Georgiou can potentially harm the company; and
- use a disclaimer when discussing Georgiou or Georgiou-related matters i.e. *"The postings on this site are my own and do not represent the position, strategy or opinions of Georgiou and its brands."*

An employee must not:

- post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a court suppression order or is otherwise unlawful;
- post material that is, or might be construed as, threatening, harassing, bullying or discriminatory towards another employee or contractor of Georgiou;
- imply they are authorised to speak as a representative of Georgiou, nor give the impression the views they express are those of Georgiou;
- use the Georgiou logo on any personal social media outlets unless approved by the Communications Team;
- use or disclose any confidential information obtained in your capacity as an employee of Georgiou;
- post any information or comments that may damage Georgiou's reputation, commercial interests or bring Georgiou into disrepute; or
- make any comment or post any material that might otherwise cause damage to the company's reputation or bring it into disrepute.

Employees must be aware that non-compliance with this policy will result in disciplinary action, which may include dismissal, as well as being subject to possible action under Federal or State legislation.



John Georgiou
Chief Executive Officer
September 2017

