



COMPANY POLICY

Georgiou

COMMUNICATIONS

This policy has been developed to provide employees with an understanding of Georgiou's expectations when they engage in conversations or interactions either through mainstream media (radio, print or television) or social media (electronic and online) for official, professional and personal use. It aims to provide guidance and protection to employees to help them avoid being misrepresented in the media.

Georgiou's official spokespeople are the Chairman, Chief Executive Officer and members of the Leadership Team. No other employees are permitted to speak with the media without prior approval from the Chief Executive Officer.

In regard specifically to mainstream media, employees will:

- ensure all media enquiries are referred to the Communications Manager in the first instance;
- not speak on behalf of Georgiou or imply they are authorised to speak as a representative of Georgiou to any media, nor give the impression the views they express are those of Georgiou; and
- not provide personal or contact details of employees, clients, spokespeople or board members to any media outlet without consent from the Chief Executive Officer.

In regard specifically to social media, employees will:

- only disclose and discuss publicly available information, not confidential information obtained in their capacity as an employee of Georgiou;
- act with the best intentions and not post any information, comments or material that may damage Georgiou's reputation, commercial interests or bring Georgiou into disrepute; 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."*

All employees, and persons who work with Georgiou, have a personal responsibility for implementing this Policy.

Rob Monaci
Chief Executive Officer
Georgiou Group
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