

I. INTRODUCTION

The purpose of this policy is to allow fair and reasonable use of online social media such as LinkedIn and Facebook. This policy is designed to protect the interests of employees as well as those of the Legatus Group ('the Employer').

With the rapid expansion of social media, the Employer recognises the need to have a policy for employees who use social media, either as part of their job, or in a personal capacity, to give guidance as to the Employers expectations regarding their behaviour on social media.

All employees of the Legatus Group are required to observe the highest possible standards of conduct, including when they use social media for business-related purposes and where their use for personal purposes can be connected to the Employer.

It is important to note this policy does not apply to employees' personal use of social media platforms where there is no connection to the Employer.

2. POLICY DETAILS

Online Social Media

Online social media enables easier communication via the internet and the sharing of information and resources in an interactive way. Social media can include text, audio, video, images, podcasts, and other multimedia communications. For the purposes of this policy, social media includes social networking.

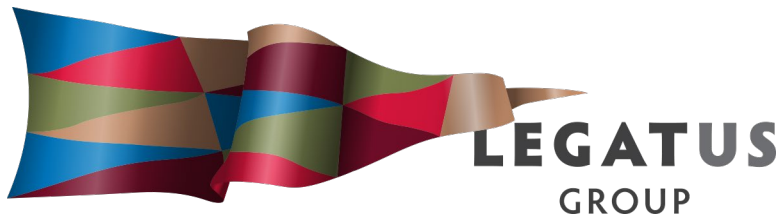
A social networking is a service, platform, or site that focuses on building and reflecting of social relations. Social network services include, but are not limited to, blogs, Facebook, YouTube, Twitter, Instagram and LinkedIn.

Usage of Social Media for Business Related Purposes

This section applies to employees who are involved in discussing and representing the Employer on business-related issues as part of their employment.

Before a social media profile is set up and used for the above purposes, all employees are to be familiar with this policy and procedure.

When using social media for business-related purposes, at all times you must:



- Disclose you are an employee of the Employer.
- Disclose only publicly available information. If you are unclear as to what is publicly available information you should refer to the Chief Executive Officer.
- Ensure any content you publish is factually accurate and complies with relevant Legatus Group policies.
- Ensure you are not the first to make an announcement on behalf of the Employer unless you have received the appropriate clearances from the Chief Executive Officer.
- If offering a personal perspective on a Council (either internal or external) matter, your content should state this is a personal opinion and it should not cause damage to the Employer or its commercial interests. For example: 'the views expressed in this post are mine only and do not necessarily reflect those of the Employer.
- Not imply that you are in any way authorised to speak on behalf of the Employer
- Ensure you do not knowingly use the identity of another Council staff member or Councillor.
- Ensure you do not bring the brand of the Employer or Local Government in general into disrepute.

Usage of Social Media for Personal Use

The Employer acknowledges that employees have the right to contribute personal content to public communications on websites not operated by the Employer, such as on social networking sites. However, inappropriate use of such communications has the potential to cause damage to The Employer, its employees, clients, contractors and suppliers.

It is important to note that there are circumstances in which inappropriate use outside the workplace can breach the duties an employee has to the Employer. These duties include obeying lawful commands of the Employer, to display due care and skill in the performance of work, of confidentiality, of fidelity and not to commit misconduct.



Whether the inappropriate use breaches these duties or not depends on the actual conduct, the circumstances and situation and whether there is a sufficient connection to the employment relationship. In general terms, something can be considered work-related if it is about the Employer, other employees or other stakeholders such as clients and is generally about what the Employer or another party is or isn't doing.

Inappropriate use includes the following:

- Making offensive, hostile or defamatory comments and or actions.
- Discriminating, harassing and or bullying another person.
- Supplying confidential information to another party without authority.
- Make unauthorised comments and or statements to the media.

An employee who suspects or becomes aware that this policy may be being breached must report the matter to their line manager immediately, including any information or evidence that they have.

Where they are unsure of their own actions in relation to the operation of this policy, they must bring the matter to the attention of their line manager for discussion and clarification of the policy and its application to their particular circumstances, as soon as they become aware of a breach, or potential breach.

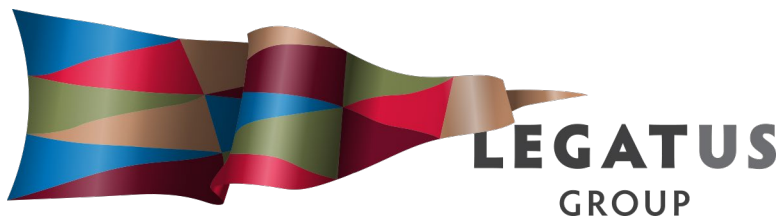
Where an employee believes there is an inconsistency between this policy and another policy or direction from the Employer, the inconsistency is to be raised with their immediate manager/ supervisor for assessment.

Employees who are in breach of this policy, or suspected of being in breach of this policy, will be dealt with in accordance with this policy and the normal disciplinary process that applies at the Employer. In severe or repeated instances, or where a fundamental breach of the employment contract occurs, termination of the employment contract may occur.

Signature:

Date: 12 June 2020

Chief Executive Officer



3. LEGISLATION & OTHER DOCUMENTS

Fair Work Act 2009 (Cth)(as amended)

Freedom of Information Act 1991 (SA) (as amended)

Local Government Act 1999 (SA) (as amended)

State Records Act 1997 (SA)(as amended)

4. AVAILABILITY & GRIEVANCES

This policy is available for inspection at the Legatus Group office at 318 Main North Road, Clare during ordinary business hours.

It is also available for inspection, download or printing, free of charge, from the Legatus Group's website www.legatusgroup.sa.gov.au

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer, Legatus Group, PO Box 419, Clare, SA 5453.

5. REVIEW

This Legatus Group Policy shall be reviewed by the Legatus Group within (4) years of the issued date.

Date	Revision Number	Reason for Amendment
5 June 2020	1	No amendment