

Purpose

This policy outlines Protech's approach to social media in the workplace and expectations around the appropriate use of social media tools for private and work-related purposes where the use may impact an employee's obligations to Protech.

Scope

This policy applies to all stakeholders who use social media tools. It applies at the workplace, when stakeholders are performing work for Protech away from the workplace and the private use of social media tools. Social media includes any websites and applications that enable users to create and share content or to comment, contribute or participate in social networking that can be viewed by others.

Objectives

The objectives of the Protech social media policy are to:

- Maintain the Protech brand identity consistently across all channels.
- Treat legal and regulatory sensitivities with awareness.
- Prevent security breaches.
- Prevent inappropriate conduct which may result in a public relations issue and brand damage.
- Outline employee's social media responsibilities.
- Encourage employees to own and amplify Protech's brand's message.

Guidelines

Protech stakeholders will comply with this policy and all laws including but not limited to laws relating to copyright, anti-discrimination, defamation, harassment and misuse of information and criminal activities by:

- Promoting the Protech employee experience on social network platforms.
- Sharing images from Protech and industry events.
- Celebrating the achievements of Protech, its employees, suppliers, and customers.
- Not misrepresenting Protech, your position or relevant duties on professional social media platforms.
- Not sharing any information or content which is damaging to Protech's reputation or commercial interests.
- Not engaging in conduct that may be construed as threatening, obscene, offensive, sexist, pornographic, racist, harassing, bullying or discriminatory towards a Protech employee, supplier, or customer.

Responsibilities

It is the responsibility of all employees to act in support of this policy and use social media appropriately both during and outside of work hours in a manner that does not conflict with their obligations to Protech. This includes:

- Understanding and complying with the requirements of this policy and seeking further information if unclear.
- Being responsible for their decisions, actions, and behaviours online.
- Always being polite, respectful, and inclusive of all.
- Advising Human Resources if they become aware of a breach or believe they have breached this policy.

Commitment

Protech is committed to ensuring that all stakeholders are aware of and understand this policy to enable them to participate in social media tools professionally and privately whilst being mindful of their responsibilities and employment obligations with Protech.

Approval

Marc Meili
Managing Director

