



AUSTRALIAN ORGANIC

EMPLOYEE EMAIL, INTERNET AND SOCIAL MEDIA POLICY

1. Background and Purpose

- 1.1 Staff of Australian Organic Ltd and Australian Certified Organic (collectively, “Australian Organic”) have access to an email account, the Internet, the Australian Organic network and various technological database by virtue of their employment.
- 1.2 The purpose of this policy is to ensure that employees properly use these systems whilst employed by Australian Organic.
- 1.3 Use of these systems is permitted and encouraged in order to facilitate an employee’s employment and for the carrying out of their duties of employment, for research, for other business purposes of Australian Organic or in pursuit of the goals and objectives of Australian Organic.
- 1.4 Occasional personal and social use of these systems is acceptable and permitted within reason, to be determined by the management of Australian Organic in their sole discretion.
- 1.5 Australian Organic may record all employee Internet usage and monitor the email account or Internet browsing of any user for legitimate business reasons, including but not limited to compliance with this policy, compliance with any applicable laws and industry regulations, and where there is a reasonable suspicion of activities that may violate this policy. Details of an employee’s usage may be requested by, and passed on to, third parties involved in the provision of these systems.
- 1.6 All network, email and Internet accounts maintained on Australian Organic computing systems are the sole property of Australian Organic.

2. Email

- 2.1 “Email” is defined as all technologies used to transfer messages, including email, instant messaging and peer-to-peer file exchange.
- 2.2 Email is a tool for business communications, which users have a responsibility to use in an efficient, effective, ethical and lawful manner.
- 2.3 By virtue of its function, email is inherently not secure, and sensitive or confidential material should not be sent through an email system unless it is appropriately encrypted.

3. Internet

- 3.1 Access to the Internet is provided to employees by Australian Organic in order to assist employees to carry out the performance of their duties and to allow employees to conduct research, background information checks and due diligence on matters connected to the performance of their duties and the business of Australian Organic.
- 3.2 Occasional personal use is permitted, subject to the specifications of this policy and, where required, the written authorisation from management of Australian Organic.
- 3.3 The Internet is otherwise to be used in a manner that is consistent with Australian Organic's standards of business conduct and as part of the employee's duties of employment.

4. The Australian Organic network and technological databases

- 4.1 Australian Organic provides employees with access to a network on which all employees are registered and must sign into for the day-to-day performance of their duties.
- 4.2 Access to such a network may include, of itself or by virtue of further registration, access to various technological databases.
- 4.3 Employees may have access to sensitive personal information contained on the network or in these databases. Such information is to be treated with confidentiality and any queries about the appropriate use of such information are to be directed to Australian Organic management for clarification. Employees are reminded of the confidentiality and privacy provisions of their Employment Agreement.
- 4.4 Access to the network and (where appropriate) any such technological databases is restricted to authorised employees only, and employees must not organise, permit or otherwise facilitate access by any other person.

5. Social media

- 5.1 "Social media" is defined as online tools used for publishing, sharing, and discussing information. They can include but are not limited to networks such as Facebook, Twitter, Instagram or Pinterest, and can come in the form of forums, blogs, wikis or any other website that allows individuals to easily upload and share content.
- 5.2 Australian Organic recognises the value in using social media to build and maintain meaningful relationships with members, consumers, the organic marketplace and another relevant stakeholders. Australian Organic is itself responsible for the management of all social media accounts and/or pages which represent Australian Organic in an official capacity.

5.3 When representing Australian Organic in any capacity, or when commenting on any social media forum concerning Australian Organic, employees must not make any statements that purport to be official views of Australian Organic unless they have written authorisation from Australian Organic management or the performance of their duties requires them to purport such views, and comments made must not be obscene, defamatory, threatening, harassing, discriminatory, inciteful or hateful.

5.4 Employees must bring to Australian Organic management's attention any information they find online which they believe damages the reputation of Australian Organic or which they believe Australian Organic should respond to for the protection of its brand and/or the organic industry.

6. Prohibited activities

6.1 Use of Australian Organic's email, Internet, network and databases in any of the following manners by an employee is prohibited and will constitute a violation of that employee's Employment Agreement:

- creating or exchanging messages that are offensive, obscene or threatening;
- exchanging proprietary information, trade secrets, or other privileged, confidential or sensitive information with parties not authorised by Australian Organic to receive such information;
- creating or exchanging unauthorised advertisements, solicitations and other unsolicited email;
- creating, storing, exchanging, publishing or downloading information or material in violation of copyright or other intellectual property rights;
- reading or sending messages from another employee's account, except under proper delegation, job-sharing or annual leave requirements;
- altering or copying a message or attachment belonging to another employee without the permission of that employee;
- using Australian Organic's email system for non-business related commercial purposes;
- compromising the privacy of another employee's password by giving it to others or exposing it to public view;
- visiting websites containing objectionable or criminal material including but not limited to pornography, unless a written authorisation stating that this is a legitimate business-related activity has been obtained from Australian Organic management;
- using any of Australian Organic's systems to undertake activities inconsistent with an employee's job description or Australian Organic's objects, including but not limited to gambling, gaming, conducting a business or conducting activities which may be illegal;
- uploading or downloading commercial software, games or music videos without a written authorisation from Australian Organic management.



7. Breach of this policy

- 7.1 Breaches of this policy may be in violation of an employee's Employment Agreement and an employee may be subject to investigation and discipline under that Agreement.
- 7.2 Employees must advise Australian Organic management of any breaches of this policy, or any danger to Australian Organic's online security, of which they become aware whether concerning themselves or otherwise.