



# Social Media Policy

Approved by Agilitus' Audit & Risk Management Committee (ARC)

May 2024  
AGIL-MK-POL-0002



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Document Control					
Revision	Issue Reason	Date	Prepared	Reviewed	Approved
A		5/7/2022	Nikki Barron	Bianca Taylor	Craig Bloxham
B		19/5/2023	Nikki Barron	ARC (Audit & Risk Management Committee)	
0		19/5/2023	Nikki Barron	ARC (Audit & Risk Management Committee)	
1		29/5/2024	Tania Clay	Bianca Taylor	Craig Bloxham

A person using Agilitus Pty Ltd documents or data accepts the risks of:

- a) using the documents or data in electronic form without requesting and checking them for accuracy against the original hard copy version; and
- b) using the documents or data for any purpose not agreed to in writing by Agilitus.

# 1. Purpose

Agilitus Pty Ltd (“the Company”), ABN 94 628 465 056, embraces social media as an important tool for corporate and business engagement and an opportunity for people to gather in online communities and share views and information.

The purpose of this Policy (“Policy”) is to protect Agilitus’ reputation and facilitate compliance with the applicable laws and regulations.

Social media includes web-based and mobile technologies that allow the creation and exchange of user-generated content. Social media is constantly evolving and currently includes but is not limited to:

- Social media platforms (e.g. Facebook, LinkedIn, Instagram, etc.)
- Video and photo sharing websites (e.g. Zoom, Teams, YouTube, Flickr, etc.)
- Blogs, including corporate and personal blogs
- Micro-blogging (e.g. Twitter, etc.)
- Forums, discussion boards and groups
- Instant messaging (including SMS).

The objective of this policy is to establish a culture of openness, trust and integrity in social media activities in which Agilitus employees participate.

## 1.1 General Responsibilities

This Policy applies to all Company employees, officers, and contractors, except where:

- employees, officers, and contractors are using social media for personal use; and
- no reference is made to Agilitus; and
- such usage has no connection to the workplace or work-related matters.

This Policy will apply to personal use for all employees, officers and contractors where:

- such usage is likely to cause serious damage to the relationship between the employee/contractor and Agilitus; or
- the usage damages the Company’s interests; or
- the usage is incompatible with the employee’s duty as an employee.

All employees of Agilitus are made aware of this policy through company-wide communications, given unfettered access to this policy on Agilitus information technology systems, and this means Agilitus reasonably considers that each of its employee knows, understands, and is obligated to comply with the Policy.

Depending on the circumstances, non-compliance with this policy may constitute a breach of employment or contractual obligations or a contravention of law.

Breaches may include but are not limited to posting, uploading, or sharing:

- Information to an online discussion forum or comments on a social post that is commercially sensitive such as financial results, project information and costs, and safety incidents.
- Photographic and/or video footage on any social media platform showing anything that could damage Agilitus' reputation.
- Derogatory comments about Agilitus and/or its employees, contractors, or community members.
- Obscene, offensive, defamatory images or comments to any social media platform about the business, or an employee where it could constitute bullying, discrimination, or harassment.

Failure to comply with this policy may result in disciplinary action and in serious cases, termination of employment or engagement.

This Policy and the Company's general responsibilities extend to third-party input on Agilitus' social media platforms. That is, if third-party users publish comments on Agilitus' social media platforms, the Company is liable for those comments in accordance with the Uniform Defamation Laws (2021 Amendments), in Australia.

If employees notice inappropriate or unlawful content online relating to the Company or its employees, or content that may have been published in breach of this Policy, you must report the circumstances and content to the Agilitus Marketing Team via [marketing@agilitus.com](mailto:marketing@agilitus.com). In urgent circumstances and/or the absence of the Marketing Team breaches should be reported to the General Manager, People & Culture or the Audit & Risk Management Committee Chair.

## 1.2 Statement of Policy

When using social media relating in any way to the business, employees or workplace of the Company, you must:

1. Not make or publish any unlawful comments or images of any nature. This includes any content that may be regarded as in breach of laws including (but not limited to) anti-discrimination, equal opportunity, or human rights laws.
2. Participate under your own identity unless you have written permission from the Marketing Team.
3. Disclose you are an employee and/or contractor of Agilitus.
4. Unless you have written permission from the Marketing Team to participate on Agilitus' behalf, ensure that you disclose that your views are your own and not that of the Company. For instance, by using a disclaimer such as, "This is my personal opinion."
5. Obtain permission from the Marketing Team before posting photos, videos and/or sound recordings relating to the business, employees, or workplace of Agilitus.
6. Disclose and comment only on information in the public domain unless you have permission from the Marketing Team.
7. Ensure that all content published is accurate and not misleading.
8. Ensure comments are professional and respectful of the community in which you are interacting.
9. Adhere to the terms of use of the relevant social media platform/website and all applicable laws including copyright, privacy, defamation, contempt of court, discrimination, and harassment.
10. Not post or respond to material that is offensive, defamatory, bullying, racist, sexist, threatening, infringes copyright or is unlawful in any way.



11. Not use or disclose any confidential, commercial, or secure information including personal information about employees (such as contact details) which is not publicly available.
12. Not make reference to Agilitus' clients or employees without their prior written permission.
13. Not make any comment or post any material or cause any material to be posted that might cause damage to the reputation or commercial interests of Agilitus or its clients in any way.
14. Use social media reasonably, in a manner that does not interfere with your work or the work of others and ensure social media is not inappropriately or excessively used or accessed.

**Craig Bloxham**

**Managing Director  
Agilitus Pty Ltd**



Agilitus is a multidisciplinary engineering, EPCM and ESG consultancy, delivering technical solutions for clients in the Resources, Energy and Industrial sectors. We are majority owned by our employees, who are united by our purpose – together, we embrace innovation to solve complex problems, for today and future generations.

Level 10, 240 St Georges Terrace Perth WA 6000

[info@agilitus.com](mailto:info@agilitus.com)

+61 8 6375 9100

ABN 94 628 465 056

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[agilitus.com](https://www.agilitus.com)