



## SOCIAL MEDIA POLICY

Australian Post Tensioning recognizes the importance of addressing all issues related to the use of multi-media, social networking websites, blogs and wikis for both professional and personal use.

This policy applies to all employees and sub-contractors employed by Australian Post Tensioning

**The Key points of this policy are that:**

Internet postings by Australian Post Tensioning employees, should not disclose any information that is confidential or proprietary to the company or to any third party that has disclosed information to the company.

If an Australian Post Tensioning employee comments on any aspect of the company's business they must clearly identify themselves as an employee and include a disclaimer.

The disclaimer should be something like "the views expressed are mine alone and do not necessarily reflect the views of Australian Post Tensioning."

Internet postings should not include company logos or trademarks unless permission is asked for and granted.


Employee internet postings must respect copyright, privacy, fair use, financial disclosure, and other applicable laws.

Employees of Australian Post Tensioning should neither claim nor imply that they are speaking on the company's behalf.

Corporate blogs, Facebook pages, Twitter accounts, etc., could require approval when the employee is posting about the company and the industry.

Australian Post Tensioning reserves the right to request the certain subjects are avoided, withdraw certain posts, and remove inappropriate comments.

In the event of gross misconduct relating to internet postings, blogs, Facebook pages and comments, Australian Post Tensioning has the right to terminate employment.

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Andrew Kiker

Managing Director