

Memorandum

To: All Employees

Re: Social Media Policy

Date: September 7, 2023

The SSF Group Australia (**the Employer**) would like to remind all employees of our social media policy.

Social media is a place where people exchange information, advertise, sell, and have fun. Therefore, we should remain cautious and avoid damaging our organization in any way. This policy provides practical and sound guide to avoid issues that might arise by careless use of social media in the workplace and maintain all company data confidential.

What is the scope?

We refer to “social media”, as all online communities like blogs, social networks, chat rooms and forums, not just platforms like Facebook or Twitter. This policy is built around two different elements: one, using personal social media at work and two, representing our company through social media, and the basic expectation is that all SSF employees will adhere to the following:

- Do not share any intellectual property like trademarks, images, videos, files, data etc. on social media without prior written approval. Confidentiality policies and laws always apply.
- Do not post anything that will make your collaboration with your colleagues more difficult (e.g. hate speech against groups where colleagues belong to).
- Avoid posting any defamatory, offensive, or derogatory content, to avoid any harassment issues, if directed towards colleagues, clients, or partners.
- Do not disclose confidential information through personal or dummy accounts in social media.
- Do not access any social media accounts during work hours.

Any violation of our social media policy may result to disciplinary action along with a formal written warning or instant dismissal of the employee will be issued depending on the gravity of the situation. Please note that the OAC Governance Team will conduct thorough investigation to identify the main cause before implementing the necessary actions.

The management and the team will not instruct unreasonable orders to employees that will question work integrity and it will always be a direction that will benefit the team, its employees, and the company.

Please acknowledge through the QR code attached below to indicate your understanding of the details confirmed in this memorandum.

If you have any questions or concerns in relation to this matter, please contact the OAC Governance Unit on OAC-GOVERNANCE@ssfservices.com.au.

SCAN TO REGISTER YOUR ACKNOWLEDGEMENT AND UNDERSTANDING

