

## Narrandera Ex-Servicemen's Club Ltd

### SOCIAL MEDIA POLICY

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#### OBJECTIVE

The objectives of this policy are to:

- i. protect the Club's reputation from being brought into disrepute through the use of social media by its employees; and
- ii. protect the Club's employees from bullying, harassment or discrimination through the use of social media by co-workers.

#### SCOPE

This policy applies to all employees who use social media and covers all forms of social media, including but not limited to:

- a) Social networking websites e.g. Facebook, Twitter, MySpace.
- b) Video and photo sharing websites e.g. YouTube, Flickr.
- c) Weblogs, including corporate blogs, personal blogs or blogs hosted by traditional media publications.
- d) Forums and discussion boards e.g. Whirlpool, Yahoo! Groups or Google Groups.
- e) Any other website that allows individual users or companies to use publishing tools.

#### PROCEDURE

Club employees shall comply with the following procedure regarding social media:

- Do not use or access social media during work time unless it is for the Clubs purposes and you have received permission from Management.
- Do not use the Club's computer or internet facilities to access social media at any time unless it is for the Clubs purposes and you have received permission from Management.
- Social media is not to be used in a manner that brings the Club's reputation into disrepute or harms the Club's commercial interests. This includes making comments, written or otherwise, that are considered to be false or misleading, harassing, bullying, threatening, discriminatory, slanderous or defamatory, obscene or libelous about the Club, its services, its employees, its members or guests, or its competitors or about the Club's other business-related activities.

- Social media is not to be used in a manner that constitutes bullying, harassing, threatening, slanderous, defamatory, obscene, libelous or discriminatory of a co-worker (refer to the Club's bullying, harassment and discrimination policy).

## **BREACH OF POLICY**

The Club has an obligation to consistently apply and enforce this policy. Likewise, employees must comply with this policy.

Any employee who breaches this policy shall be subject to counselling and/or disciplinary action, which *may* include termination of employment.

## Narrandera Ex Servicemen's Club – Mission Statement

1. *Narrandera Ex-Serviceman's Club* is **committed to providing high quality services and amenities** to members, guests, visitors and the Narrandera community at large.
2. Our enthusiastic employees strive to build a progressive corporate identity within the community through **commitment to high levels of customer satisfaction**.
3. *Narrandera Ex-Serviceman's Club* is committed to conducting our business in compliance with the laws and regulations under which we operate and by following the **Registered & Licensed Clubs – Code of Practice**.

The requirements of the Code reflect the Club Movement's underlying values of honesty, fairness, integrity, mutuality, compassion and community.