



POL 1.4.6: Mobile Device & Social Media Policy (Excerpt)

This policy is intended to help employees make appropriate decisions about the use of mobile devices and social media such as blogs, wikis, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn or Instagram

POLICY STATEMENT

- 1.1 This policy is intended to help staff make appropriate decisions about the use of social media such as blogs, wikis, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn, snap chat and Instagram.
- 1.2 This policy outlines the standards we require staff to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy.
- 1.3 This policy does not form part of any contract of employment and it may be amended at any time

WHO IS COVERED BY THE POLICY

- 1.4 This policy covers all individuals working at all levels and grades, including directors, managers, employees, consultants, contractors, trainees, part-time and fixed- term employees, casual and volunteers (collectively referred to as staff in this policy).

THE SCOPE OF THIS POLICY

- 1.5 All staff are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of our company and our services, employees, customers.
- 1.6 While Hawgood Haulage understands many employees have personal accounts for Social Media, derogatory views expressed within these formats regarding Hawgood Haulage, it's employees and or contractors will not be tolerated.
- 1.7 Breach of this policy may be dealt with under our employee Code of Conduct and, in serious cases, may be treated as gross misconduct leading to summary dismissal.



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RESPONSIBILITY FOR IMPLEMENTATION OF THIS POLICY

- 1.8 The Management of Hawgood Haulage have overall responsibility for the effective operation of this policy.
- 1.9 Management is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our operations.
- 1.10 All staff are responsible for their own compliance with this policy and for ensuring that it is consistently applied. All staff should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Management.
- 1.11 Questions regarding the content or application of this policy should be directed to Director.

USING SOCIAL MEDIA SITES IN THE NAME OF HAWGOOD HAULAGE PTY LTD

- 1.12 Only authorised persons of Hawgood Haulage can post material on a social media website under the name of Hawgood Haulage. Any breach of this restriction can amount to gross misconduct.
 - Breach -Example 1. A driver hears that one of the staff are leaving. This driver then advertises for an employee on behalf of Hawgood's on social media.
 - Breach - Example 2. Staff member overhears Management discussion regarding the possible sale of a vehicle. The employee then takes photo of this vehicle notifying of intent to sell.
 - Example 3 – After washing a vehicle, the driver takes photo and posts to Social Media – this is ACCEPTABLE.

PERSONAL USE OF SOCIAL MEDIA SITES

Personal use of social media websites must:

- be minimal and take place out of normal working hours (that is, during rest breaks and non-driving time.)
- not breach any of the rules set out in paragraph 8 below.
- not breach or break any laws;
- comply with our policies and employee Code of Conduct.



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CONDITIONS OF USE OF SOCIAL MEDIA

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

- Do not upload, post, forward or share any images of the loading or unloading
- Do not upload, post, forward or post a link to any abusive, obscene, discriminatory or harassing content in regard to employers, fellow employees or contractors.
- Any member of staff who feels that they have been harassed or bullied or are offended by material posted or uploaded by a colleague onto a social media website should inform Management.
- Never disclose commercially sensitive, anti-competitive, private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should refrain from posting.

MOBILE DEVICES AT WORK

Personal Devices are the responsibility of the individual. Hawgood Haulage will not be held responsible for any damages or faults that occur whilst at work.

Whilst Driving, Loading and unloading

Mobile Phones

- Mobile phones are to be connected via an approved hands-free kit. If your mobile phone is in a mounting bracket it must not obscure your view of the road.
- Mobile phones should not be used whilst loading and unloading. Once a driver becomes distracted they become a hazard and incidents can occur.
- Text messaging is only permitted when legally safe to do so. Do NOT touch your phone to read or text while in transit. Texts can be set up to be read and sent through Suri for an Iphone and android phones can be read through google.
- Social Media is not to be touched whilst in transit. All mobile devices are a NO GO ZONE whilst driving.



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Other Mobile Devices during long distance work

- Hawgood Haulage understand that during long distance work, your truck is your home away from home & therefore you may have mobile devices that are capable of displaying visual entertainment. These devices are not permitted to be mounted or played in the front of the Cab whilst in transit.
- Hawgood Haulage permits the safe use of these devices in your own time and ONLY when legal to do so with in the prime mover.

Mobile devices at the workshop

- Mobile Phones are permitted in the workshop for work related calls only. Personal calls are to be kept at a minimum and are to be made during your own time. Use of social media or other websites is not permitted during working hours.

Breach of Social Media & Mobile Devices Policy

Breaches will be dealt with on a case by case basis.

Minor Breach

- Asked to remove inappropriate content.
- Verbal disciplinary warning – recorded within the system.

Moderate Breach

- Asked to remove inappropriate content.
- Written disciplinary warning – recorded within the system

Major Breach

- Asked to remove inappropriate content.
- Gross misconduct and instant dismissal.



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Hawgood Haulage is aware that social media plays a big role in the modern lifestyle therefore, as a company we ask you to be mindful that once content is released on social media networking sites it can never fully be retracted.

As a professional driver, you need to take care in the material you photograph, video or text. Authorities, inspectors, auditors, contractors, potential contractors, past employees, potential employees, friends and families all take an interest in what is being posted. Although this policy is specifically aimed at protecting the business interests of Hawgood Haulage, making unprofessional choices relating to your use of social media could also affect your future employment opportunities.