

SAAFE Limited Social Media Policy

1. Scope

This policy applies to all employees, contractors and subcontractors of SAAFE Ltd. (together referred to in this policy as **SAAFE Ltd. personnel**) when using social media, whether at work or in their own time. It applies regardless of whether the computer or device being used belongs to the individual, a third party or SAAFE Ltd.

2. Purpose and Objective

The purpose of this policy is to set expectation for appropriate behaviour on social media, to protect the privacy and security of SAAFE Ltd. personnel and the company, and to ensure that the social media activities of any personnel will not expose the company or the individual to legal, financial or reputational harm.

3. Policy

Social media includes any form of online publishing or discussion on a wide range of topics and platforms. Examples include social networks such as WhatsApp, Facebook, LinkedIn, Snapchat and Twitter accounts, chat-rooms, on-line forums, blogs, and wikis. Effectively it is where people can connect online and share ideas and views, information, photos and relationships and includes emails.

While it is an individual's choice to privately engage in social media, it is important to understand those activities (private or otherwise) which have the potential to cause difficulties in the workplace, will "have a connection with work", and will fall within the scope of this policy.

Social media use by SAAFE Ltd. personnel has the capacity to:

1. Damage the company's reputation;
2. Damage individuals' ability to work with other personnel; and/or
3. Breach company policies such as discrimination, harassment or the protection of confidential information.

SAAFE Ltd. personnel must not engage in any online activities which might bring the company into disrepute or attacks, abuses or undermines management and other personnel or products and services. This includes speculating on rumours about the company.

Personnel must not post offensive, derogatory, harassing, bullying or discriminatory comments on the internet regarding any other SAAFE Ltd. personnel, and must not claim to represent or identify the company unless explicitly authorised to do so by a Line Manager, SAAFE Ltd. Research Director or CEO.

4. Respecting the Privacy of Personnel

Blogs, wikis, social networks and other tools should not be used for internal communications between personnel, including in their own time. It is acceptable behaviour for personnel to disagree, however, on-line media should not be used to air differences or to disparage other personnel. Similarly, names, photographs or personal details belonging to other personnel must not be used without their permission.

5. Respecting the Privacy of Customers and Clients

The privacy of SAAFE Ltd. partners and affiliates must also be respected. Personnel must not use or discuss any information regarding them for any purpose or contact them for social reasons or soliciting outside business.

6. Confidential Information

SAAFE Ltd. personnel have an obligation to protect the confidential, proprietary and trade secret information of the company. They must not use or discuss via social media any of the information made available to them in the course of their employment or dealings with the company. This includes all confidential information as defined in contracts of employment or contracts for service. SAAFE Ltd. personnel must not post or disclose the contents of any company policy or procedure. These documents are intended for the use of internal personnel and are not for public distribution.

7. Consequence

If SAAFE Ltd. Personnel become aware of anyone breaching this Social Media Policy, it should be immediately reported to a manager or the CEO. Anonymous reports may be made in line with SAAFE Ltd.'s Whistleblower policy.

All SAAFE Ltd. personnel must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action, including termination of employment or service contract.

8. Relevant Documents

- Information Security Policy
- Code of Conduct
- Work Health and Safety Policy
- Equal Opportunity (including the Prevention of Bullying, Harassment, Discrimination)