



Social Media Policy

Using personal social media

Budget Workforce employees can have access to their personal accounts at work only on breaks. But we expect you to act responsibly and ensure your productivity is not affected.

We ask you to be careful when posting on social media, too. We expect you to adhere to our confidentiality policies at all times. We also caution you to avoid violating our anti-harassment policies or posting something that might make your collaboration with your colleagues more difficult (e.g., hate speech against groups where colleagues belong to). In general, please:

We advise our employees to:

- **Ensure others know that your personal account or statements don't represent our company.**
- **Avoid sharing intellectual property.**
- **Avoid any defamatory, offensive or derogatory content.**

Disciplinary Consequences

We'll monitor all social media postings on our corporate account.

We may have to take disciplinary action leading up to and including termination if employees do not follow this policy's guidelines. Examples of non-conformity with the employee social media policy include but are not limited to:

- Disregarding job responsibilities and deadlines to use social media at work.
- Disclosing confidential information through personal or corporate accounts.
- Directing offensive comments towards other members of the online community.

If you violate this policy inadvertently, you.

Signed:

Harjinder Singh
Managing Director
Budget Workforce Pty Ltd
Date: 1st February 2021