

Social Media Policy

Purpose

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

Procedure

The following principles apply to professional use of social media on behalf of Interr as well as personal use of social media when referencing Interr.

- Employees need to know and adhere to the Employee contract (including the Main Term of Employment, the Employee Handbook and all other company policies) when using social media in reference to Interr.
- Employees should be aware of the effect their actions may have on their images, as well as Interr's image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that Interr may observe content and information made available by employees through social media. You should be aware that any information contained in social networking sites may be used in evidence, if relevant, to any disciplinary proceedings. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Interr, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorised Interr spokespersons.
- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of the Human Resources Department.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use should not interfere with employee's responsibilities at Interr. Interr's computer systems are to be used for business purposes only. When using Interr's computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, Interr blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates company policies, procedures and/or confidentiality agreements may subject an employee to disciplinary action or termination.
- You must not bring the Company into disrepute through the content of your social media use. If employees publish content after-hours that involves work or subjects associated with Interr, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent Interr's positions, strategies or opinions."
- It is highly recommended that employees keep Interr related social media accounts separate from personal accounts, if practical.

Policy Review and Assessment

Any breach of this Policy may be considered as misuse and an investigation may take place. This policy may be amended by Interr at any time in order to take into account changes in legislation and best practice.



Mick Tabori - CEO
October 2017