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REDCITY ROAR BASKETBALL ASSOCIATION INC

SOCIAL MEDIA POLICY

MAY 2025





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Social Media Policy

1 Social Media Policy

The Employee and Contractor Social Media Policy ('Policy') relates to RedCity Roar Basketball Association Inc (RCR) and, where relevant, operates in conjunction with the Email and Internet Usage Policy.

2 Commencement of this Policy

This Policy will commence from 30 May 2025. It replaces all other policies, if any, relating to access of social media platforms and social networking sites (whether written or not).

3 Scope

(a) The Policy relates to all full-time, part-time and casual employees of RCR (Employees), as well as contractors, temporary employees and subcontractors working for or on behalf of either a company or any associated companies in the RCR workplace (Contractors).

(b) The Policy also applies to Employees and Contractors participation on social media inside or outside of any RCR's workplaces and includes use of an Employee's or a Contractor's own device.

(c) The Policy does not form part of any contract of employment with RCR, nor does it form part of any contract for service with RCR.

4 Definitions

In this Policy:

(a) Blogging means the act of using a web log or 'blog'. A blog is a frequently updated website featuring diary-style commentary, audio-visual material and links to articles on other websites.

(b) Confidential Information includes, but is not limited to, trade secrets of RCR; non-public information about RCR and affairs of RCR such as: pricing information, internal cost and pricing rates, production scheduling software, special supply information; marketing or strategy plans; exclusive supply agreements or arrangements; commercial and business plans; bonus structures; contractual arrangements with third parties; tender policies and arrangements; financial information and data; sales and training materials; technical data; schematics; proposals and intentions; designs; policies and procedures; concepts not reduced to material form; information which is personal information for the purposes of privacy law; and all other information obtained from RCR or obtained in the course of working or providing services to RCR that is by its nature confidential.

(c) Computer includes all laptop computers and desktop computers.



(d) Hand-Held Device includes all such devices which are used by Employees and Contractors, inside and outside working hours, in the workplace of RCR or at any other place. Such devices include, but are not limited to, mobile phones, tablets, other handheld electronic devices, smart phones and similar products, and any other device used to access social networking sites or a social media platform.

(e) Intellectual Property means all forms of intellectual property rights throughout the world including copyright, patent, design, trademark, trade name, and all Confidential Information and including know-how and trade secrets.

(f) Person includes any natural person, company, partnership, association, trust, business, or other organisation or entity of any description and a person's legal personal representative(s), successors, assigns or substitutes.

(g) Social Networking Site and Social Media Platform includes but is not limited to Facebook, Instagram, Snapchat, My Space, Bebo, Friendster, Flickr, LinkedIn, XING, Blogger, WordPress, YouTube, X (formally known as Twitter), Yahoo Groups, Google Groups, Whirlpool, Instant Messaging Services, Message Board, Podcasts, 'Wikis' (e.g. Wikipedia) and other similar sites.

5 Representing RCR on social media

(a) Any comments about or in connection with RCR made on a social media platform must be factual and consistent with RCR's goals and objectives. This means protecting commercially sensitive information in accordance an employee's contract of employment and a contractor's contract for service.

(b) All Employees and Contractors are restricted from making comments on behalf of RCR or using RCR's branding, (including the RCR logo, internal logo and registered trademarks), on any social media platform unless otherwise authorised.

(c) Only the following Employees are authorised to speak on behalf of RCR on Social media platforms:

- (i) RCR GM
- (ii) RCR Social Media
- (iii) RCR Operations Manager
- (iv) RCR President

(d) Unless authorised by RCR, any comments made by Employees and Contractors must contain a disclaimer that they are not representing RCR and do not have authority to speak on behalf of RCR, and the views of the Employee/Contractor do not represent the views of RCR.

6 Acknowledgement

All Employees and Contractors acknowledge that:

(a) they are not to make comments which might reflect negatively on RCR's reputation or make deliberately false or misleading claims about RCR, or its products or services.

Any recognised inaccurate comments must have all reasonable efforts made by the



Employee or Contractor to correct the statement;

(b) they must not disclose confidential or commercially sensitive information about RCR including RCR's Confidential Information or Intellectual Property. This obligation continues after the employment or engagement ceases;

(c) they must not endorse or cite any client, partner or supplier of RCR without the explicit prior permission of the RCR GM;

(d) they must observe the relevant privacy, defamation and copyright laws; and

(e) they must comply with relevant discrimination laws and RCR's policies that relate to discrimination and harassment.

7 Material posted by others

(a) Inappropriate or disparaging content and information stored or posted by others (including non-employees) in the social media environment may also damage RCR's reputation.

(b) If an Employee or Contractor becomes aware of any such material which may damage RCR or its reputation, they must immediately notify the RCR General Manager (GM). An Employee or Contractor must not reply to any such material.

8 External social media platforms

(a) When using external Social Media Platforms, including, but not limited to, social networks and Blogging sites, Employees and Contractors should not disparage or make adverse comments about RCR, any Employee or any Contractor. This includes where such comments are made whilst an Employee or Contractor is contributing to a Social Media Platform using a RCR's computer and internet resources and similarly whilst using a non-RCR's computer or Hand-Held Device.

(b) Employees and Contractors should be aware that, in accordance with the Email and Internet Usage Policy, internet usage is continuously logged and archived by RCR for monitoring purposes on an ongoing basis.

(c) If it comes to RCR's attention that an Employee or Contractor has made inappropriate and/or unauthorised comments about RCR or an Employee or Contractor, RCR may choose to take action against such person as outlined in the Policy. Action will not be limited to contributions made on a Social Media Platform made whilst using RCR's computer and internet resources but may include action taken as a consequence of inappropriate and/or unauthorised contributions made about RCR via a non-RCR computer or handheld device.

9 Employees' and Contractors' responsibilities

Employees and Contractors are personally responsible to report any inaccurate, misleading or deceptive information they encounter about RCR and its products and services to the RCR GM.



10 Warning

(a) Apart from the potentially adverse effects a blog or social networking entry may have on RCR, inappropriate blogs on internal or external sites can also have adverse consequences for an Employee or Contractor in terms of future career prospects, as the material remains widely and permanently accessible to other site users.

(b) RCR may use and disclose an Employee's or Contractor's social media posts where that use or disclosure is for:

- (i) a purpose related to the employment of any Employee or related to RCR's business activities; or
- (ii) use or disclosure to a law enforcement agency in connection with an offence; or
- (iii) use or disclosure in connection with legal proceedings; or
- (iv) use or disclosure reasonably believed to be necessary to avert an imminent threat of serious violence to any person or substantial damage to property.

(c) While users are permitted to use RCR's computer network for limited and reasonable personal use, Employees and Contractors must be mindful that any information (personal or otherwise) they disclose while using RCR's computer network may be used and/or disclosed as provided for in paragraph (b) above. An Employee or Contractor is taken to have consented to the use and disclosure of any information (personal or otherwise) that is disclosed during personal use of RCR's computer network.

11 Consequences of breaching the Social Media Policy

Any breach of the Policy may result in disciplinary action, including, but not limited to, issue of a warning, demotion, suspension or termination of employment (or, for Contractors, the termination or non-renewal of their contract for service).

12 RCR's contact

Any questions about this Policy should be directed to the RCR GM.

13 Variations

RCR reserves the right to vary, replace or terminate this Policy from time to time.



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