

Meneghello's Information Technology (IT) facilities must be used responsibly, since misuse has the potential to negatively impact productivity, disrupt the company's business and interfere with the work or rights of others. Therefore, all users are expected to exercise responsible and ethical behaviour when using Meneghello's IT facilities. Employees are encouraged to use Meneghello IT resources primarily for business purposes.

Any action that may expose Meneghello to risks of unauthorised access to data, disclosure of information, legal liability, or potential system failure is prohibited.

Meneghello expects its employees to maintain a certain standard of behaviour when using social media for work or personal purposes. Where an employees' profile identify them as being associated with the company or its clients, business partners or suppliers, they should ensure that all content published is accurate and not misleading; expressly state that the stated views are their own and are not those of the company; be polite and respectful; and adhere to the Terms of Use of all applicable laws.

Where an employees' comments or profile identify them as being associated with the company or its clients, business partners or suppliers, they must not post or respond to material that is offensive, hateful or otherwise unlawful; communicate any information about clients, business partners or suppliers of Meneghello without their prior authorisation or approval to do so; use their company email address, or any company logos; make any comment or post any material that might otherwise cause damage to the company's reputation or bring it into disrepute.

If an employee has doubts about any aspect of this Policy, they must seek clarification from their manager or the Managing Director. This Policy shall be reviewed periodically, and disciplinary action may be taken against any employee found to have breached its principals.

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Signed:



Danny Meneghello

Managing Director

Date: 05/03/2020

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