



Policies - Email, Mobile Ph, Social Media Software use and Privacy

Western District Labour Hire Employee Policies

Use of Email, Intranet and Internet.

Our client's hardware, software, email and internet are for business purposes only while you are on assignment.

The use of email or internet must not interfere with your work obligations. Ensure you follow all policies and processes regarding email, intranet and internet at each client site where you are working.

Email and internet must not be used in the following ways:

- In any way which may be considered offensive, defamatory, obscene, pornographic, discriminatory, insulting or disruptive to any other person, or contravene the Trade Practices laws.
- To access, view, download, print or send messages or attachments (including to a home email address) any information which is considered inappropriate to friends or work colleagues. Inappropriate material includes (but is not limited to) any material of a sexual nature.
- To access other people's email account without prior authorisation from a senior manager or supervisor.
- For intentional dissemination of any computer viruses, disclosing company confidential information, or sending chain-mail, gambling, jokes, games, etc.
- Responding to any external requests for company information or complaints through email, unless you are authorised to do so.
- Sending, forwarding, printing or receiving any material or data which does not comply with the Company's policies and procedures (including our EEO & Harassment Policy), or which is contrary to the Company's best interests.

On occasion, inappropriate material may be sent to you via your email account.

Although you may be unable to control the sending of such material, you should discourage the sender by alerting them to the fact that their email does not comply with company policy, and that a breach of these guidelines can result in cessation of employment.

Software Protection Policy

Use of , copying or providing illegal software while at work could expose you and Western District Labour Hire to civil and criminal prosecution. You should not install any program or software to your computer, or on the network, without prior permission.

Monitoring of Email, Intranet and Internet Usage

The use of the internet, intranet and email content may be monitored by the Host Company's IT Department on a regular basis. Where any breach of this policy is detected, Western District Labour Hire will be advised, and appropriate action will be taken.

Mobile phones

All mobile phones are switched to silent whilst on assignment and are only to be checked and used in your breaks.

Non-Compliance

This policy is necessary to avoid the serious ramifications of software piracy, defamation, and sexual harassment or discrimination, which can include financial penalties and serious legal consequences.

Non-compliance with this policy or the relevant policies of our clients is a serious matter and may result in termination of your employment with Western District Labour Hire.

Social Media Policy

Terms of Use

With the rapid growth and application of social media, Western District Labour Hire has established these terms of use.

These terms ensure that everyone who uses social media either as part of their job, or in a personal capacity, has guidance regarding the Company's expectations where the social media engagement is about Western District Labour Hire and or our clients, their products and services, their people, their competitors and/or other business-related individuals or organisations.

Social media tools include:

- Networking sites e.g. LinkedIn, Facebook, MySpace
- Video and photo sharing websites e.g. Instagram, YouTube, Facebook
- Micro-blogging sites and blogs e.g. Twitter
- Forums and discussion boards such as Whirlpool, Yahoo, Google Groups
- Any other web sites that allow individual users or companies to use simple publishing tools.

Our aim is to protect the interests of employees, the Company and our clients. In brief, we ask that when engaging in social media you should:

- Be clear about who you are representing
- Take responsibility for ensuring that any references to the Company are factually correct and accurate and do not breach confidentiality requirements
- Show respect for the individuals and communities with which you interact.

This policy does not apply to employees' personal use of social media platforms where the employee makes no reference to the Company or clients of the Company.

This policy applies when:

You are authorised and accredited to represent the Company or one of our clients on social media platforms and are using a social media platform for business purposes.

You choose to make references to the Company, its people, products or services, and/or other business-related individuals or organisations when you are using a social media platform in a personal capacity.

When using social media sites for Company business, you must:

- Ensure that any content you publish is factually accurate and complies with relevant company policies, particularly those relating to privacy and confidentiality
- Only offer advice, support or comment on topics that fall within your area of responsibility
- Ensure you do not post material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity, including any company in the group, its employees, its contractors, its partners, its competitors and/or other business-related individuals or organisations
- Ensure you do not disclose other people's personal information in social media venues, and comply with the Privacy Policy
- Be respectful of all individuals and groups and respect copyright, privacy, financial disclosure and other applicable laws

When using social media sites for personal use and you choose to make reference to the Company, its people, products, services or any other Company matter, you must:

- Identify yourself as an employee of your Company if you refer to the Company, its people, products and services, its competitors and/or other business-related individuals or organisations
- Ensure you do not imply in any way that you are authorised to speak on the Company's behalf
- Ensure you do not knowingly use the identity of another Company employee or an employee of a business partner or client
- Be mindful during your social media engagements of the importance of not damaging the Company's reputation, commercial interests and/or bringing us into disrepute
- Disclose only publicly available information – you must not comment on or disclose confidential Company information or that of our clients
- Be personally responsible for the content of your posts online
- Use a disclaimer to ensure that your stated views and opinions are understood to be your own and not those of the Company when you reference yourself as a Company employee when expressing a view or comment on any Company issue.

An example of a disclaimer is: "the views expressed in this post are mine only and do not necessarily reflect the views of the Company."

Breach of Policy

Should you not comply with this policy, you may face disciplinary action which may include termination of your employment. The Company may also recover from you any costs incurred as a result of a breach of this policy either during or post your employment.

Privacy Policy & Collection Statement

Western District Labour Hire is committed to protecting personal information collected from you throughout the recruitment and selection process. Personal information includes things like the information you include on your CV or job application. For a more detailed list of what personal information is please refer to the next section in this policy.

If you are placed into a job by us, any further personal information collected or generated as a result of our relationship is also protected from access by unauthorised individuals.

Where you are a person seeking a placement, we will only ask for and record personal information that will help us to place you in the jobs best suited to you, and we will not pass on any personal information without your consent.

We require personal information passed to us by clients or referees to be treated in the same way. By providing your details to us, you are agreeing that we may contact you, either by phone, email or SMS, to make you aware of new job opportunities.

We may also ask for and record personal information from other individuals with whom we interact, for example, personnel employed or engaged by our clients to deal with us.

We strive to protect data transmitted to us over the internet but because such transmissions cannot be guaranteed to be 100% secure, we do not warrant the security of personal information transmitted in this way, but we will make every effort to make it secure on our own systems.

Information collected by us will not be sold, rented or licensed to anyone else. It may be necessary for us to hold records for an extended period of time.

However, when the information is no longer of use to us, we may destroy or de-identify it in a manner that protects your privacy. Likewise, you have the option of requesting that your details be deleted from our databases at any time. Personal information held by us is available for your review in accordance with the provisions of the Privacy Act.

All requests for review or deletion of your personal information should be submitted to labourhire@wdlh.com.au. We will respond to your request within 30 days.

Collection of Personal and Sensitive Information

Where you are seeking a placement, we only want you to give us personal information that is relevant to the job you are applying for, or that you want us to use in finding you a future job. If you provide such information, we understand you want us to use it for this purpose. The kinds of personal information we would collect might include:

- Your employment preferences
- Contact details
- Employment history
- Education, qualifications, certifications
- Professional memberships, associations, affiliations with relevant industry bodies or organisations
- Awards, recognition and special achievements
- Referee details
- Relevant volunteer or unpaid work
- Other information that will help us to match you to suitable job opportunities
- If we place you into a job, your banking, tax and superannuation details

Personal and sensitive information may also be collected when:

Your personal and sensitive information may be used in connection with:

- Your actual or possible placement in a job;
- Our assessment of your ongoing performance and prospects;
- Any test or assessment (including medical tests and assessments) that you might be required to undergo;

- Our (or our client's) identification of your training needs;
- Any workplace rehabilitation;
- Our management of any complaint, investigation or inquiry in which you are involved;
- Any insurance claim or proposal that requires disclosure of your personal or sensitive information;
- The provision of services to you (as a representative of a client) including any marketing or other distribution lists that you sign up for.

Who your personal and sensitive information may be disclosed to:

- Your potential and actual employers;
- Referees;
- Our associated companies and subsidiaries;
- Our insurers for Workers Compensation in the event that you are involved in a workplace accident or injury that results in a claim;
- A Workers Compensation body in the event that you are involved in a workplace accident or injury that results in a claim;
- Medical professionals, medical facilities or health authorities if a medical assessment is required as part of placing you into a job or in the event you are involved in a workplace accident or injury that requires medical attention;

How we hold your personal information:

Your information may be stored in hard copy or electronic format, in storage facilities that we own and operate ourselves, or that are owned and operated by our service providers. The security of your personal information is important to us and we take reasonable steps to protect it from misuse, interference and loss, and from unauthorised access, modification or disclosure.



Policies - Email, Mobile Ph, Social Media Software use and Privacy

While we take these steps to maintain the security of your information, you should be aware of the many information security risks that exist today and take appropriate care to help safeguard your information.

If you do not give us the information we seek:

- We may be limited in our ability to match you to suitable work opportunities; and
- We may be limited in our ability to place you in work.

You can gain access to your information to correct it if it is wrong.

The Privacy Act sets out your rights to see and have a copy of personal and sensitive information about you that we hold.

If you wish to exercise this right, please email labourhire@wdlh.com.au and we will respond to your request within 30 days.

How to contact our Privacy Officer:

If you have a question, issue or complaint relating to our privacy policy, the way we have managed your personal

and sensitive information, or if you believe we have breached the Act or an applicable APP code, you can email labourhire@wdlh.com.au or call 03 55622992 and our Privacy Officer will contact you within 30 days.

Our Privacy Officer will work closely with you to understand the nature of any query or complaint and achieve a satisfactory resolution in a timely manner that is compliant with current privacy legislation.