



SOCIAL MEDIA POLICY

While CLA do not wish to detract from an employee's right to use social media after hours, we do request employees embrace the following points when making comments about the Company, Management, Employees (past or present) or the Company's Clients:

- Employees should be aware that the Company may observe content and information made available by employees through social media.
- Employees should use their best judgement to ensure that material posted on social media is neither inappropriate, confidential, nor harmful to CLA, its employees or Clients.
- The contents on social media networks, blogs, etc, may generate press or media attention or legal questions. Employees should refer any such enquiries to Top Management within CLA and make no comment themselves.
- Employees should get appropriate permission before posting images of current or former employees, Client work sites or incidents.
- Employees should also obtain appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- If an employee publishes content after hours that involves work or subjects associated with CLA, a disclaimer should be used, such as: "*The postings on this site are my own and may not represent CLA's positions, strategies or opinions*".
- Subject to applicable laws, after hours online activity that violates CLA's company policies may subject an employee to disciplinary action or termination.

CLA Management would like to make employees aware of the possible negative impact of comments made on social media (such as Facebook, Twitter, etc) on the image and reputation of Cable Layers Australia Pty Ltd, as well as you, the employee.

By observing the guidelines above you will protect the Company and yourself from negative consequences.

CLA will comply with all current legislation and this policy will be reviewed at regular intervals and revised where appropriate.

A handwritten signature in blue ink, appearing to read 'Jason Knight'.

Jason Knight
(Managing Director)



8 June 2016