

Policies and Procedures

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1. FAIR TREATMENT

As program participants, everyone has the right to expect:

- A program environment and other activities free of harassment and bullying
- Freedom from discrimination on the basis of race, sex, age, religion, sexuality, disability, pregnancy or marital status.

The Leaders Institute of SA's program staff will:

- Take all reasonable steps to prevent discrimination, harassment or bullying from occurring during program activities and other related activities.

As part of a program, staff and participants will endeavour to:

- Treat other staff, participants, presenters, and any other persons associated with the Program, with dignity and respect, both verbally and physically
- Report incidents of harassment, discrimination or bullying to management.

2. CODE OF CONDUCT

As part of a program, we will treat each other, presenters and any other persons associated with the Program with respect and courtesy by:

- Speaking to people politely and with respect
- Respecting the Governor's Leadership Foundation rules and guidelines (including, but not limited to, those on attendance, participation and dress code)
- Ensuring a harassment and bullying free Program.

The Leaders Institute of SA's program staff will:

- Make decisions that are fair, consistent and impartial
- Deal with issues and problems promptly, effectively, impartially and confidentially.

As part of the Program, we will work together positively by:

- Each being a reliable Program and team member
- Doing our fair share of the work
- Listening to others and using appropriate language
- Respecting the differences individuals can bring to a team – and the Program in general.

3. INAPPROPRIATE BEHAVIOUR

The following behaviours are inappropriate in any Programs of The Leaders Institute:

- Humiliating anyone involved in program activities (e.g., program staff, participants, presenters and others involved with the program).
- Shouting or yelling at anyone involved in program activities (e.g., program staff, participants, presenters and others involved with the program).
- Uninvited and unwelcome comments about a person's personal circumstances.
- Suggestive behaviors such as leering, ogling or wolf-whistling.
- Offensive jokes or comments based on sexual preference, or a person's race, disability, pregnancy, age, religion, marital status, sexuality or physical appearance.
- Unwelcome physical contact, such as fondling or touching.
- Displaying or sending/receiving offensive materials such as pornography.
- Indecent physical and verbal assault.

4. ALCOHOL AND OTHER DRUG USE POLICY

The Leaders Institute of SA has a duty of care to provide a safe place for program activities for all participants, staff, presenters and others involved with program activities. The consumption of any substance that is likely to endanger a person's own or another person's health, safety or welfare is considered to be a hazard.

The types of substances covered by this policy are:

1. Alcohol – It is the general policy of the Leaders Institute of SA that alcohol should not be consumed during program activities or events unless specifically sanctioned by the Leaders Institute of SA's Chief Executive. Where alcohol consumption has been sanctioned during a program activity or event (including during Retreats and field trips) it should be consumed only in moderation and within safe limits.
2. Prescribed Medications – participants taking prescribed medication that may impair performance, behaviour or cause a hazard are required to let Program staff know prior to their involvement in program events or activities.
3. Illegal Drugs – the possession and/or use of illegal drugs on any of the Programs and during other activities of the Leaders Institute of SA is strictly forbidden. Participants found in possession of and/or using illegal drugs will be immediately withdrawn from the program.

Participants arriving for program events or activities under the influence of any substances or medication as outlined above, or becoming so during the course of the event or activity, may be subject to action that could result in their withdrawal from the activity or event or withdrawal from participation in the remainder of the program.

5. ANTI-DISCRIMINATION POLICY

The Leaders Institute of SA has a commitment to preventing discrimination on the grounds of sex, sexuality, marital status, pregnancy, religion, culture, race and all other discriminatory factors in the Program.

Discrimination is not tolerated by the Leaders Institute of SA and it is also unlawful in accordance with the *Racial Discrimination Act 1975 (Cth)*, the *Sex Discrimination Act 1984 (Cth)*, *Disability Discrimination Act 1992 (Cth)*, the *Age Discrimination Act 2004 (Cth)* and the *Equal Opportunity Act 1984 (SA)*.

The Leaders Institute of SA has a moral and legal responsibility to provide a program which is free from discrimination. With your help we aim to maintain such a program – one in which all involved (participants, presenters, staff and others) are able to participate positively and productively, without the stresses and distractions that discrimination causes.

What is discrimination on the ground of sex?

Discrimination on the ground of sex occurs when an individual is treated unfavourably because of their sex, or they are treated unfavourably because they do not or are not able to comply with an unreasonable requirement which a substantially higher proportion of persons of the opposite sex comply with or are able to comply with, when compared with those of the same sex as the individual, or when an individual is treated unfavourably on the basis of characteristics relating to their sex or characteristics presumed to relate to their sex.

What is discrimination on the ground of sexuality?

Discrimination on the ground of sexuality occurs when an individual is treated unfavourably because of their sexuality or presumed sexuality, or if they do not or are not able to comply with an unreasonable requirement where the nature of the requirement is such that a higher proportion of persons of a different sexuality comply or are able to comply, when compared with those of the individual's sexuality, or where the individual is treated unfavourably on the basis of characteristics associated with or presumed to be associated with their sexuality.

In these circumstances sexuality means heterosexuality, homosexuality, bi-sexuality or trans-sexuality (where a person assumes the characteristics of the other sex).

What is discrimination on the ground of marital status or domestic partnership status?

Discrimination on the ground of marital status occurs when an individual is treated unfavourably because of their marital status or proposed marital status, or if they do not or are not able to comply with an unreasonable requirement which is such that a substantially higher proportion of persons of a different marital status comply or are

able to comply with, as opposed to those of the same marital status as the individual, or where an individual is treated unfavourably on the basis of characteristics relating to or presumed to relate to their marital status.

In these circumstances marital status means single, married, married but living separately, divorced, widowed or *de facto*.

What is discrimination on the ground of pregnancy?

Discrimination on the ground of pregnancy occurs where a woman is treated unfavourably because of her pregnancy or potential pregnancy, or when she does not or is not able to comply with an unreasonable requirement which a substantially higher proportion of non-pregnant women comply or are able to comply with, when compared to those women who are pregnant, or where a woman is treated unfavourably on the basis of characteristics relating to or presumed to relate to pregnant women.

What is discrimination on the ground of race?

Discrimination on the ground of race occurs where a person is treated unfavourably by reason of their race, or where they are treated unfavourably because they do not or are not able to comply with an unreasonable requirement which is such that a substantially higher proportion of persons of a different race comply or are able to comply, when compared to persons of the individual's race, or where an individual is treated unfavourably on the basis of characteristics relating to or presumed to relate to persons of their race.

In these circumstances race of a person means the nationality (current, past or proposed), country of origin, colour or ancestry of the person.

What is discrimination on the ground of age?

Discrimination on the ground of age occurs where a person is treated unfavourably by reason of their age, or where they are treated unfavourably because they do not or are not able to comply with an unreasonable requirement which is such that a substantially higher proportion of persons of a different age or age group comply or are able to comply with, when compared to persons of the individual's age or age group, or where an individual is treated unfavourably on the basis of characteristics relating to or presumed to relate to persons of that age or age group.

What is discrimination on the ground of disability?

Discrimination on the ground of disability occurs where a person is treated unfavourably by reason of their disability, or where they are treated unfavourably because they do not or are not able to comply with an unreasonable requirement which is such that a substantially higher proportion of persons without the disability comply or are able to comply, when compared to person with such a disability, or

where an individual is treated unfavourably on the basis of a characteristic relating to or presumed to relate to persons who have such a disability.

In these circumstances, in accordance with legislation, disability means, total or partial loss of the person's bodily or mental functions or part of the body, an illness or disease, the malfunction, malformation or disfigurement of a part of the person's body, a disorder or malfunction that results in the person learning differently from a person without that disorder or malfunction or a disorder, illness or disease that affects a person's thought process, perception of reality, emotions or judgment or that results in disturbed behaviours.

6. SEXUAL HARASSMENT POLICY

The Leaders Institute of SA is committed to preventing sexual harassment in the Programs and other activities. This policy sets out what sexual harassment is, what you can do about it and what the Leaders Institute of SA will do about it.

Sexual harassment is not tolerated by the Leaders Institute of SA and it is also unlawful.

The Leaders Institute of SA has a moral and legal responsibility to provide a program environment which is free from sexual harassment. With your help we aim to maintain such an environment – one in which participants, staff, presenters and others involved are able to participate positively and productively, without the stresses and distractions that sexual harassment causes.

What is sexual harassment?

Sexual harassment is **unwelcome** conduct of a sexual nature that offends, humiliates or intimidates the person at whom it is directed or which a reasonable person, having regard to all of the circumstances, would anticipate would offend, humiliate or intimidate the person at whom it is directed.

Sexual harassment may occur in a single incident or as a series of incidents. The harassment may be subtle and implicit rather than explicit. This behaviour frequently involves an abuse of power or trust and is often directed at a person who is unable to stop the behaviour easily.

The sexual harassment may include:

- Physical contact (e.g. touching, patting or brushing against a person)
- Offensive or demeaning comments, jokes and innuendo
- Offensive gestures, staring or displaying or transmission of offensive material (eg offensive emails and attachments, offensive posters)
- Unwanted sexual propositions or advances
- Requests or demands for sexual favours or sexual activity
- Unwelcome or uncalled for remarks or insinuations about a person's sexual activities or private life.

What are the effects of sexual harassment?

Sexual harassment has no place in a fair, non-discriminatory program environment. It has effects on the person harassed who may feel embarrassed, intimidated, angry, humiliated, anxious or even afraid. It can lead to:

- Severe distress to individuals
- Ill health

- Withdrawal from program events
- Reduced productivity
- Low morale
- Poor image of the program in the eyes of the participants and public.

What to do if you are harassed

You have the right not to be sexually harassed on any of the Programs or in any related activities and that right will be supported by the Leaders Institute of SA. If you are harassed, here are some suggested ways in which you can take action:

- Tell the person in a direct and firm manner that their behaviour is offensive to you and that you want it to stop – tell the person in writing if you are unable to speak to them. Telling the person may be enough to stop the person's unwelcome behaviour. Don't assume that the behaviour will stop if you do nothing, it may continue and worsen.
- Keep diary notes of all incidents with dates, names, and any response you gave.
- If you do not wish to complain directly to the person (or if you have complained and the harassment has not stopped) then speak (or write) to the Leaders Institute of SA Chief Executive who will discuss the situation with you in strict confidence. This is the first step of the complaints procedure. The Leaders Institute of SA Chief Executive will then help you look at your options and will support you in the action you decide to take.

While the Leaders Institute of SA would prefer to deal internally with complaints, and is committed to doing so efficiently, you have the right at any time to lodge a complaint of sexual harassment with the South Australian Equal Opportunity Commission or the Australian Human Rights Commission.

It is unlawful to victimise or penalise a person for making a complaint in good faith or a witness or potential witness or any person processing the complaint. The Leaders Institute of SA also has a commitment to making sure that anyone who makes a genuine complaint is supported and is not penalised in any way.

Sexual Harassment Complaints Procedure

The Leaders Institute of SA has a complaints procedure that is flexible and provides an opportunity for appropriate action to be taken in each individual case.

The chief aims of the procedure are to ensure that:

- A just and appropriate resolution is achieved
- The offending behaviour does not recur
- The person responsible for the offending behaviour understands what in their conduct caused offence

- The person who offended understands the legal position in relation to their behaviour
- There are no reprisals for making the complaint
- Where disadvantage has occurred that it is redressed; and
- Awareness of the nature and consequences of sexual harassment is increased.

Options available through the complaints procedure include:

- Informal discussion with the Leaders Institute of SA Chief Executive (i.e. listening, advising, counselling)
- Referral to a mediator trained in sexual harassment issues who may assist the resolution of the complaint
- A formal complaint and investigation.

The guiding principles of the complaints procedure are:

- Confidentiality
- Impartiality
- Sensitivity
- Flexibility
- Prompt response
- Respecting the wishes of the complainant
- Respecting the rights of the person complained against
- Placing the emphasis on conciliation and education
- Being prepared to take disciplinary action appropriate to the circumstances if warranted.

Outcomes

Outcomes of conciliation or investigation can involve:

- An apology
- Agreed forms of behaviour
- Counseling support
- Removal from the Program of the person responsible for the offending conduct.

7. EXTERNAL PRIVACY POLICY

The privacy of your personal information is afforded the highest level of importance by the Leaders Institute of South Australia Inc. (Institute). We uphold the principles of the Privacy Act 1988 (Cth) (Privacy Act) regarding the manner in which we handle your personal information and how we respond to your requests to access and correct it.

While we take careful measures to protect the confidentiality of information provided to us, we have adopted the Privacy Policy detailed in this document to reflect the intentions of the Privacy Act. This document sets out our information handling procedures and the rights and obligations that both you and we have in relation to your personal information.

We will comply with all relevant legislative requirements if and when they are applicable to the Institute. However, in the event of any inconsistency, the legislative requirements will override the provisions of this document.

Collection of Information

We will only collect personal information where it is reasonably necessary to do so for the conduct of our business. The kinds of personal information that we collect and hold may include:

- your name;
- your contact information, including postal and residential addresses, telephone and facsimile numbers, and email addresses;
- your occupation and employer; and
- if applicable, any special dietary requirements or allergies.

How do we collect personal information?

Any collection of personal information by us will be fair and lawful and will not be intrusive.

We will collect personal information about you in the following ways:

- if you provide it to us in person;
- if you provide your information by letter, telephone or facsimile;
- via online connectivity services such as LinkedIn; and/or
- if you contact us via email or submit your information through our website.

If it is reasonable and practical do so, we will collect personal information about you only from you. In the course of operating the business, however, it may be necessary to collect personal information from various external sources, including government agencies and other third parties.

If we collect personal information about you from a third party we will, where appropriate, request that the third party inform you that we are holding such information, how we will use and disclose it, and that you may contact us to gain access to and correct and update the information.

When we collect personal information from you, we will take reasonable steps to notify you or ensure that you are otherwise aware of:

- the fact that we have collected your personal information, and whether that collection is required or authorised by law;
- the purposes of collection;
- the consequences if personal information is not collected (such as if this will affect our ability to provide products or services to you);
- the usual situations in which we disclose personal information of the kind collected;
- information about this Privacy Policy; and
- Whether we are likely to disclose personal information to overseas recipients, and if practicable, the relevant countries in which they are located.

Some of the above information is included in this Privacy Policy.

How do we hold personal information?

We will hold personal information as either physical records, records on our servers, and in some cases, records on third party servers, which may be located overseas.

We take active steps to hold all hard copy and electronic records of personal information in a secure manner to ensure that they are protected from misuse, interference and loss, and unauthorised access, modification or disclosure.

We have procedures in place to destroy or de-identify personal information once it is no longer needed for a valid purpose or required to be kept by law.

Purposes for which we collect, hold, use and disclose personal information

In general, we will collect, hold, use and disclose personal information for the purposes of providing or offering goods and services to you, any other purpose that you may reasonably expect, for any purposes authorised by law or any purposes disclosed to or authorised by you. This may include disclosures to organisations that provide us with professional advice, such as solicitors, accountants and business advisors and, in respect of special dietary requirements, to organisations that provide us with catering services.

If you do not want to receive promotional material from us, please let us know.

We will, wherever possible, keep all personal information strictly confidential. We may use or disclose your personal information if we are required or authorised by law to do so. A number of laws require the provision of personal information to third parties,

including the Corporations Act 2001 (Cth). The precise information required to be provided will vary depending on the circumstances requiring disclosure of that information.

Any personal information submitted online may need to be processed by a third party. By submitting personal information via an online form, you consent to the disclosure of that information to a third party, which may be located overseas, for the sole purpose of processing the online form.

Information Security

We will take reasonable steps to hold all hard copy and electronic records of your personal information in a secure manner to ensure that it is protected from misuse, interference and loss, and unauthorised access, modification or disclosure. We will destroy or de-identify your personal information once it is no longer needed for a valid purpose or required to be kept by law.

Data Access & Correction

You have a right to request access to your personal information and to request its correction if it is out of date or incorrect.

You may request access to your personal information at any time by sending a written request to our Privacy Officer by using the contact details set out at the end of this document. We may charge a small fee for providing access if it requires a significant amount of time to locate or collect your information or to present it in an appropriate form.

We will use our reasonable endeavours to comply with any request from you for access to your personal information. Under the Privacy Act we may not be required to provide access in various circumstances, such as where the requested access will have an unreasonable impact upon the privacy of others or where we are required by law to withhold the information.

We will take reasonable steps to ensure that the personal information we collect about you is accurate, up-to-date and complete, and ensure that the personal information we use or disclose is accurate, up-to-date, complete and relevant. If your personal information is out of date or incorrect, you may inform us of this and we will take reasonable steps to correct it for you.

If we are unable to provide you with access to your information, or make any amendments which you have requested, we will provide you with reasons for our refusal.

Complaint procedures

If you have any enquiries or complaints about the way in which we handle your personal information, you may direct your concerns/query to our Privacy Officer, using the contact details set out at the end of this document.

We take all complaints seriously, and will respond to you within a reasonable period.

Cross Border Disclosures of Information

As at the date of this Privacy Policy, we are not likely to disclose personal information to overseas recipients. If in future we do propose to disclose personal information overseas, we will do so in compliance with the requirements of the Privacy Act. We will, where practicable, advise you of the countries in which any overseas recipients are likely to be located. Please note that the use of overseas service providers to store personal information will not always involve a disclosure of personal information to that overseas provider.

8. WORK HEALTH AND SAFETY POLICY

The Board and executive management of the Leaders Institute recognises the importance of providing all employees and persons who may be affected by the operation of the organisation (including visitors, program participants, voluntary workers and contractors) with a safe and healthy environment. It is our policy that at all times we will strive to fulfil our moral and legal responsibilities to prevent harm.

Our business objective is to sustain a zero harm rate on an ongoing basis. To achieve this objective, the board and management is committed to integrating WHS into all aspects of its business practices, activities, planning and management systems.

The Institute will undertake the following activities:

- Comply with all relevant Work Health and Safety legislation, codes of practice and appropriate standards;
- When practicable identified hazards and risks will be eliminated, if however elimination is not a reasonable option then other appropriate control methods will be used;
- Provide a forum that actively promotes consultation and involvement of all employees in the achievement of the Institute's WHS objectives.

Program Participants have a responsibility to:

- So far as reasonably practicable, follow and obey any policies and procedures directed towards WHS as promulgated from time to time by the Institute or the Community/Business Group/Organisation which you are visiting or as relevant to the activity in which you are participating.
- Not to misuse or damage anything provided to them in the interest of health, safety or welfare.
- Take reasonable care of their own health and safety and the health and safety of others at all times.
- Not place at risk the health or safety of any other person while that person is at work and/or participating in the program.

To achieve the WHS objectives of the organisation there is a requirement for all management, employees and participants to comply with this policy, legislative requirements, safety management system and codes of practice published from time to time.

REPORTING INJURIES

In this policy, reference to a “near miss” means any event, which under slightly different circumstances, may have resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment.

The Leaders Institute is committed to providing safe systems and a safe and healthy work and program environment. To fulfil this commitment, it is critical that management is made aware of injuries or near miss events that occur so that appropriate action can be taken. Consequently, any person who suffers an injury or near miss on any of the programs must notify the Leaders Institute Program Manager or CEO immediately and complete an Incident Report Form (included in the program equipment case).

The Leaders Institute team member will initiate action, where necessary, to prevent the incident recurring or address any identified risk.

9. SOCIAL MEDIA POLICY

1. PURPOSE

Social media is how people engage, participate and share information online. It is not only about the content shared, but also about the conversations it creates. The Leaders Institute of SA wishes to instigate and inspire conversation around all aspects of practical wisdom and leadership. It believes it has an important role to play in leading this conversation and in turn this will assist in positioning our organisation as an interested and active thought leader in our field and attract those emerging and established leaders wishing to lead with more wisdom.

The intention of this policy is to establish a culture of openness, trust and integrity in our online activities.

2. APPLICATION

The Social Media Policy applies to all Leaders Institute employees, contractors, volunteers and participants in programs and to any other person who is notified that this Policy applies to them.

3. DEFINITIONS

Social media: Content created by people using highly accessible and scalable publishing technologies. Social media is distinct from traditional media such as newspapers, television, and film. Social media comprises relatively inexpensive and accessible tools that enable anyone (even private individuals) to publish or access information – other media generally require significant resources to publish information. (http://en.wikipedia.org/wiki/Social_media)

Social Media may include (although is not limited to)

- social networking sites (e.g. Facebook, LinkedIn)
- video and photo sharing websites (e.g. Flickr, Instagram, YouTube)
- blogs, including corporate blogs and personal blogs
- blogs hosted by media outlets (e.g. comments or your say feature)
- micro-blogging (e.g. Twitter)
- wikis and online collaborations (e.g. Wikipedia)
- forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- vod and podcasting
- online multiplayer gaming platforms (e.g. World of Warcraft, Second life)
- instant messaging (including SMS)
- geo-spatial tagging (Foursquare)

4. POLICY

4.1. PROFESSIONAL USE OF SOCIAL MEDIA

When posting or commenting on social media, you must:

- disclose you are an employee/contractor of the Leaders Institute of SA, and use only your own identity, or an approved official account or avatar
- disclose and comment only on information classified as public domain information
- ensure that all content published is accurate and not misleading and complies with all relevant Leaders Institute of SA policies
- ensure you are not the first to make an announcement (unless specifically given permission to do so)
- comment only on your area of expertise and authority
- ensure comments are respectful of the community in which you are interacting online
- adhere to the Terms of Use of the relevant social media platform/website, as well as copyright¹, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws, and the Leaders Institute's Internal and External Privacy Policies.

You must not:

- post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright², constitutes a contempt of court, breaches a Court suppression order or is otherwise unlawful
- use or disclose any confidential or secure information
- make any comment or post any material that might otherwise cause damage to the Leaders Institute of SA's reputation or bring it into disrepute

4.1.1 Moderation of Leaders Institute of SA-produced social media

- The site owner must ensure a moderation policy is clear when inviting comments from the public on a Leaders Institute of SA website or social media platform.

¹ Much of the material available on the internet is copyright. A copyright owner is entitled to take legal action against a user who infringes his or her copyright. Unless otherwise permitted by the Copyright Act 1968, unauthorised copyright (including digital copying) of a copyright work may breach copyright. It is therefore essential that appropriate acknowledgment is given (e.g. reference sources of information, appropriate use of quotation marks, bibliography references etc.). You should assume that everything (including music and pictures) on the internet is protected by copyright.

² See note 1 above.

4.2. PERSONAL USE OF SOCIAL MEDIA (applies to Leaders Institute of SA staff, contractors, volunteers and program participants)

The Leaders Institute of SA recognises that you may wish to use social media in your personal life or during your involvement as a program participant.

This policy does not intend to discourage nor unduly limit your personal expression or online activities.

However, you should recognise the potential for damage to be caused (either directly or indirectly) to the Leaders Institute of SA in certain circumstances via your personal use of social media when you can be identified as an employee of the Leaders Institute of SA or a participant in the programs. Accordingly, you should comply with this policy to ensure that the risk of such damage is minimised.

You are personally responsible for the content you publish in a personal capacity on any form of social media platform. When in doubt, you should seek guidance from the Leaders Institute of SA's Chief Executive Officer on how to comply with the following obligations.

Where your comments or profile can identify you as a Leaders Institute of SA employee, contractor, volunteer or program participant, you must:

- only disclose and discuss publicly available information
- not breach the Chatham House Rule³ under which GLF program sessions are generally held
- ensure that all content published is accurate and not misleading and complies with all relevant Leaders Institute of SA policies
- expressly state on all postings (identifying you as a Leaders Institute of SA employee, contractor, volunteer or program participant) the stated views are your own and are not those of the Leaders Institute of SA or the program.
- be polite and respectful to all people you interact with
- adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws, and the Leaders Institute of SA's Internal and External Privacy Policies.

³ When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

You must not:

- post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order or is otherwise unlawful
- imply that you are authorised to speak as a representative of the Leaders Institute of SA or the program, nor give the impression that the views you express are those of the Leaders Institute of SA or the programs.
- use your Leaders Institute of SA email address or any Leaders Institute of SA logos or insignia that may give the impression of official support or endorsement of your personal comment
- use the identity or likeness of another employee, contractor, volunteer or program participant or other member of the Leaders Institute of SA
- use or disclose any confidential information obtained in your capacity as an employee/contractor/volunteer/program participant of the Leaders Institute of SA
- post material that is, or might be construed as, threatening, harassing, bullying or discriminatory towards another employee/contractor/volunteer/program participant of the Leaders Institute of SA
- make any comment or post any material that might otherwise cause damage to the Leaders Institute of SA's or the program's reputation or bring it into disrepute.

4.2.1. Reasonable/unreasonable personal use of social media during office hours (Employees only)

When accessing social media via the Leaders Institute of SA's internet and intranet systems, you must do so in accordance with the Leaders Institute of SA's Electronic Communications Policy, which requires you to use these resources 'reasonably', in a manner that does not interfere with your work, and is not inappropriate or excessively accessed.

Examples of reasonable use include:

- re-tweeting content from the Leaders Institute of SA's social media accounts account on your own social media pages and Twitter account
- updating Facebook status and posting messages during a lunch break
- Leaders Institute of SA resources should not be used to access or post any material that is fraudulent, harassing, threatening, bullying, embarrassing, sexually explicit, profane, obscene, racist, sexist, intimidating, defamatory or otherwise inappropriate or unlawful
- you should not use the Leaders Institute of SA's internet and computer resources to provide comments to journalists, politicians and lobby groups other than in the course of their official duties