



TITLE

DOCUMENT NUMBER:	[Document Number]
REVISION:	
DATE:	[Publish Date]
DOCUMENT OWNER:	Administration
REVIEWED BY:	[Author]
AUTHORISED BY:	Chief Executive Officer

[illegible]

## 1. Level 1

Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph.

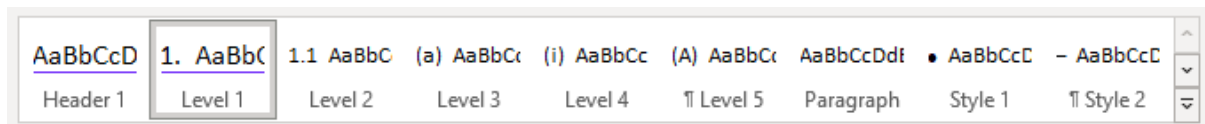
### 1.1 Level 2

Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph Paragraph:

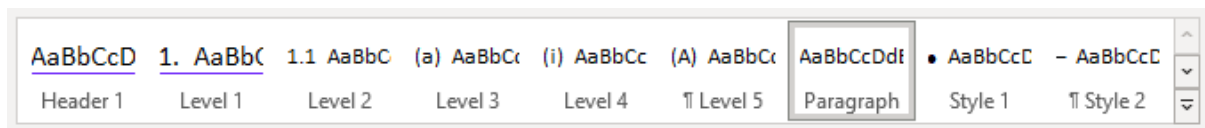
- (a) Level 3;
- (b) Level 3; and
- (c) Level 3.

## DOCUMENT STYLES

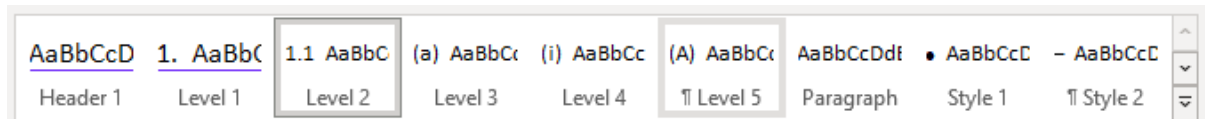
## 1. Level 1



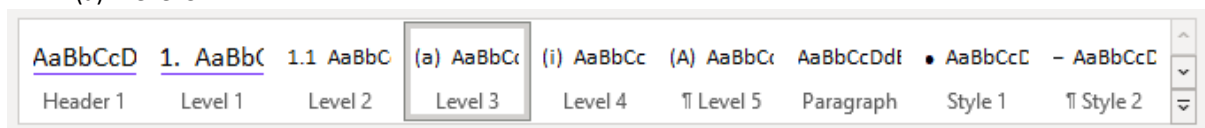
Paragraph



### 1.1 Level 2



(a) Level 3



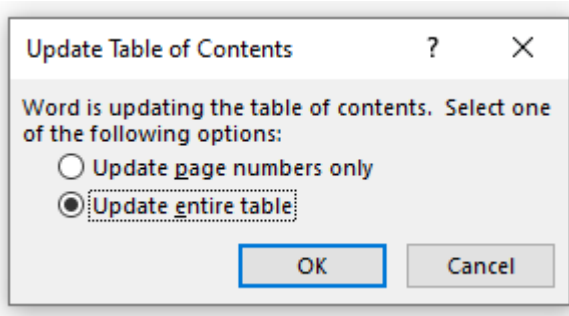
## UPDATE TABLE OF CONTENTS

This should only be performed once the document is complete.

1. Click into the table of contents box
2. Click Update Table



3. Click Update entire table





## SOCIAL MEDIA POLICY

<b>DOCUMENT NUMBER:</b>	000 – 000 – 000
<b>REVISION:</b>	0
<b>DATE:</b>	09/11/2021
<b>DOCUMENT OWNER:</b>	Administration
<b>REVIEWED BY:</b>	Katie Morgan
<b>AUTHORISED BY:</b>	Chief Executive Officer

[illegible]

1) Purpose .....	7
2) Scope.....	7
3) Policy .....	7

SAMPLE

## 1. Purpose

---

Allkem Ltd is committed to the appropriate use of information technology (IT) equipment and services to enable staff and partners. This policy defines acceptable behaviour expected of users of social media services both professional and personal. Users are required to comply with the IT policies and associated requirements governing the use of these services as a condition of their employment. These are accessible on the corporate intranet.

## 2. Scope

---

This policy applies to all Allkem IT staff and partners. It covers the appropriate use of social media accounts, both professional and personal. Users must accept and comply with Allkem IT policies as a condition of employment.

## 3. Policy

---

### 3.1 What is social media

Social media consists of tools such as websites and applications that allow users to create and share content and to participate in social networking. Social media may include:

- (a) Social networks, such as Facebook and LinkedIn;
- (b) Media sharing networks, such as Snapchat, Instagram, Soundcloud and YouTube;
- (c) Bookmarking and content curation networks, such as Pinterest;
- (d) Corporate networks, such as SharePoint and Skype;
- (e) Blogging networks, such as WordPress or Newshub;
- (f) Micro-blogging networks, such as Twitter and Tumblr;
- (g) Discussion forums, such as Speechbubble and Whirlpool;
- (h) Wikis, such as Wikipedia;
- (i) Online gaming networks, such as World of Warcraft and Second Life; and
- (j) Sharing economy websites, such as eBay, Gumtree and Uber.

### 3.2 How we use social media

We have official social media accounts that we use to share information with the public and answer general queries. Only authorised staff can respond to the public on our behalf on social media. This includes responses from our official social media accounts:

- (a) Twitter <https://twitter.com/Allkemplithium?lang=en>
- (b) Facebook <https://facebook.com/Allkemresourceslimited>
- (c) LinkedIn <https://au.linkedin.com/company/Allkem-consulting-engineers>