

# DIGITAL MEDIA POLICY



Adopted by The Committee of Management: October 23 2025

## 1. Introduction

Casey Radio is committed to community service and this policy outlines our ongoing obligations to you in respect of how we manage email, internet, social media and computer systems.

In certain cases, Casey Radio chooses to give members access to information and communication systems and devices. Those persons who are given access are expected to act responsibly and follow this policy.

## 2. Purpose

This policy contains Casey Radio’s expectations in relation to the operation and use of its internet, email and computer systems and social media profiles.

## 3. Scope

This policy applies to:

Presenters	CoM Members	Volunteers	Guests	Contractors
✓	✓	✓	✓	✓

## 4. Policy – Email, Internet, Computer Equipment and Other Devices

4.1. You are expected to take a professional and courteous approach to everything you do in connection with Casey Radio that includes:

- a. sending emails
- b. accessing and searching the internet (including Facebook, Twitter, Instagram and any other social network, blogging or method of communicating via the internet); and/or
- c. using computer equipment issued or paid for by Casey Radio

- d. not making comments which might reflect negatively on Casey Radio's reputation or make deliberately false or misleading claims about Casey Radio, or its products or services.
- 4.2. You should **not** expect that any email or other activity conducted over Casey Radio's computer network(s) will be private or otherwise confidential.
- 4.3. Personal use of the internet, email and computer systems of Casey Radio is not permitted.
- 4.4. Passwords must be kept confidential, except where you need to provide your password to IT personnel.
- 4.5. You must not engage in use that involves conduct or material that is inappropriate or otherwise obscene or offensive such as accessing or distributing content of a sexual, pornographic, discriminatory, sexist or racist nature.
- 4.6. You must not engage in use that includes conduct or material that has the risk of defaming, or of causing damage to Casey Radio or any of its members.
- 4.7. You must not engage in use that includes unlawful activities that are illegal or otherwise inappropriate.
- 4.8. You must not engage in use that impacts the performance of the network(s), computers or other equipment owned or operated by or on behalf of Casey Radio.
- 4.9. An email may be blocked by Casey Radio if it is in breach of this policy. You will usually receive a 'bounce back' or other email to let you know this has happened.

## 5. Policy - Social Media

- 5.1 Any comments about or in connection with Casey Radio made on a social media platform must be factual and consistent information with Casey Radio's goals and objectives. This means protecting commercially sensitive information in accordance a Casey Radio Employee's contract of employment and a Casey Radio Contractor's contract for service.
- 5.2 All Casey Radio Employees and Casey Radio Contractors are restricted from making comments on behalf of Casey Radio or using Casey Radio's branding, (including the corporate logo, internal logo and registered trademarks), in any Social media platform unless otherwise authorised.
- 5.3 Presenters having social media accounts which highlight their attachment to Casey Radio **must** include the president as a admin of those pages/sites in order to aggregate the audience numbers into the social media reporting platform.

- 5.4 Only the following Casey Radio Employees are authorised to speak on behalf of Casey Radio on Social media platforms:
- a. The Public Officer/Secretary
  - b. The President
- 5.5 Casey Radio recognises that circumstances may arise in which Casey Radio Employees and Casey Radio Contractors make mention of Casey Radio in social media.
- 5.6 Unless authorised by Casey Radio, any comments made by Casey Radio Employees and Casey Radio Contractors must contain a disclaimer that they are not representing Casey Radio and do not have authority to speak on behalf of Casey Radio, and the views of the Casey Radio Employee/Casey Radio Contractor do not represent the views of Casey Radio.

## **6. Material posted by others**

- 6.1. Inappropriate or disparaging content and information stored or posted by others (including non-members) in the social media environment may also damage Casey Radio's reputation.
- 6.1.2 If you become aware of any such material which may damage Casey Radio or its reputation, you must immediately notify the Committee of Management.

## **7. Confidentiality and Privacy**

- 7.1 You are not allowed to take or otherwise release any confidential information or intellectual property owned by Casey Radio unless you have been authorised by the Committee of Management.

## **8. Breach of Policy**

- 8.1 Any breach of the Policy may result in disciplinary action, including, but not limited to, issue of a warning, demotion, suspension or termination of employment (or, for Casey Radio Contractors, the termination or non-renewal of their contract for service).

## **9. Contact information**

Should you require further information or assistance, please contact the Secretary:  
secretary@caseyradio.com.au