



Social Media / E-mail

NDS-SME-01-34-2022

Purpose

NDS Chefs Academy, acknowledges that social media and e-mails are an integral part of business and social life. The company does not condone the use of company tools for social networks irresponsible. Staff can access personal WhatsApp, via company data connection. The purpose of this policy is to allow the flow of useful and appropriate information so as to ensure that NDS Chefs Academy's reputation and brand value are upheld and strengthened. In addition to this, NDS Chefs Academy needs to ensure their ethical and legal standing is maintained at all times.

Policy

NDS Chefs Academy acknowledges that management and Students have a responsibility to its stakeholders to conduct themselves in an ethical and legal manner. Likewise, Students members have a duty of good faith to their employer.

Students members should exercise good judgment and common sense and should at all times adhere to company policies and the Disciplinary code.

"Social media" knows no time limit. A Students member is expected to show responsibility at all times, this includes outside working hours.

If communication is issued in the name of NDS Chefs Academy where the communication is issued in the Students member's capacity as an employee / representative of NDS Chefs Academy or the Division, NDS Chefs Academy's name or Division's name must be included.

Any employee found to have violated this policy may be subjected to disciplinary action, up to and including termination of employment.

NDS Chefs Academy has the right to monitor any Students's activity in the social media environment and e-mail. As this is an evolving aspect of business, the monitoring will be pro-active and will be amended/upgraded as the activity evolves.

The following guidelines should be followed when determining acceptable communications through these channels:

- 1) Will I send this to my wife / husband/life partner/close family members**
- 2) Will I send this to my manager**
- 3) Will I publish this in the newspaper**
- 4) Would this be in accordance with the company disciplinary code**