

Introduction:

As part of a global initiative to overhaul corporate communications and increase reach, Amcor introduced a new digital communication platform that enables two-way electronic communication between the organization and its employees.

For this policy, digital communication refers to any content published within Amcor's digital communication platform, The Pod, powered by FirstUp.

The Pod is an all-employee digital communication platform. Information shared on The Pod is accessible by Amcor employees; therefore, users have no expectation of privacy. Any messages you create, upload, download, send, or receive may be monitored by Amcor at any time.

Shared content includes news articles, notes, links and multimedia published by Amcor representatives (the global corporate communications team, local Human Resources or an officer of the company) and any comments or posts added by an Amcor employee.

Amcor uses digital communications to enable information sharing across the organization, increase employee engagement and promote organizational alignment.

Digital communication is not social media and user interactions within The Pod are not governed by Amcor's social media policy, which pertains to external, public channels.

Use of The Pod is not required but it is encouraged. Amcor employees are responsible for compliance with this policy when using The Pod.

How do we use The Pod for digital communications at Amcor?

Digital communication through The Pod is primarily administered by the global communications team and business group Human Resources. Digital communication at Amcor is used to:

- Reach all employees through a multi-channel ecosystem that includes email, a mobile app, web browser, digital signage and the Amcor intranet.
- Ensure reach and relevance of content through features that target based on an employee's role, department, location and other attributes.
- Improve employee engagement by encouraging participation and the submission of employee-generated content, commenting and liking posts; a process that will give Amcor more insight into what's important to our employees and enables employees to interact from every part of the team –bringing the Amcor community together.

Use and access:

Internet access and content monitoring

Digital communication within The Pod requires internet access. The Amcor Information Technology team has taken the necessary steps to ensure that every Amcor employee can access The Pod on company-provided and personal devices and networks, if and when users are provisioned for access as part of the phased rollout of The Pod.

Using the Pod on a personal device does not qualify an employee to use Amcor WIFI network.

The Pod is a company-owned platform – not a social media platform. Posts and comments may be monitored, included deleted, at any time.

Governance and accountabilities

Digital communication within The Pod is governed by the content administrators of the company's choosing.

Content administrators have attended the necessary training to manage The Pod, initiate conversations and promote organizational news. Content administrators refer to a library of internal resources that is designed to support them in managing the platform.

In addition to this policy, employees also are accountable to abide by the following policies while using The Pod:

- [Corporate Code of Conduct and Ethics](#) including, but not limited to:
 - **Offensive and Inappropriate Material Policy**
Employees are prohibited from using The Pod to send, distribute or receive illegal, sexually explicit, profane, defamatory or other similarly inappropriate content.
 - **Harassment Policy**
Amcor is committed to providing a workplace free of harassment for any reason, including but not limited to, discrimination based on race, creed, national origin, disability, gender, marital or maternity status, religious or political beliefs, age or sexual orientation, or other status protected by applicable law.

Employees are expected to treat each other with dignity and respect as they engage in honest, professional communication on The Pod. The company prohibits use of The Pod to engage in harassment of or by its employees, vendors, contractors, or visitors.

- **Workplace Bullying Policy**

Workplace bullying is repeated inappropriate behavior, conducted by one or more persons against another or others, at work or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity. Examples of workplace bullying include, but are not limited to, slandering, ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; or abusive remarks. Bullying content, whether intentional or unintentional, will not be tolerated on The Pod.

- **Workplace Violence Policy**

Amcor is concerned about the safety and security of all employees and is committed to providing a safe working environment, including a workplace that is free from any form of violence against any employee. Violence includes, but is not limited to, threatening and intimidating comments, the threat of use of weapons, vandalism, arson, sabotage; and any other action of a similar nature or with a similar intended effect. The Pod may not be used to threaten, bully, stalk or harass anyone at or outside the workplace.

User expectations

- There is no expectation of privacy. The Pod is a company-owned digital communication channel. User interaction is attributed to the user's name and may be monitored.
- Subject to any separate written agreement between Amcor and User, User agrees not to disclose Amcor confidential or proprietary information to anyone else and agrees not to use Amcor confidential or proprietary information for any purpose other than User's relationship with Amcor.
- Subject to any separate written agreement between Amcor and User, User is not granted any license, right, title, or interest in or to any Amcor information.
- The Pod may not be used contrary to the Amcor Code of Conduct and Ethics to, including but not limited to:
 - Share inappropriate content
 - Harass, bully or otherwise threaten the safety of anyone at Amcor

Digital Communication Platform policy (The Pod)

- When using The Pod:
 1. Be safe: if you take photos or videos in Amcor facilities, adhere to safety rules.
 2. Be constructive: be an Amcor ambassador and share our Winning Aspiration, Amcor Way, and Values. If sharing a concern or grievance, consider talking to your Human Resources partner or direct supervisor first. They may be equipped to alleviate your concerns.
 3. Be accurate: make sure content is accurate and has purpose. If you are unsure, speak with subject-matter experts or members of your Human Resources team.
 4. Be courteous to others
 5. Check permissions: for images, video or other materials that include colleagues.
 6. Inappropriate content is prohibited. Inappropriate content is defined by meeting one (or more) of the following criteria:
 - Libelous or defamatory comments
 - Unlawful behavior
 - Real or simulated violence
 - Violation of the [Corporate Code of Conduct & Ethics](#)

Privacy Policy

Amcor complies with data privacy and record retention principles. For further information, including for how Amcor collects and processes personal data and other information, please see the Amcor Privacy Policy at https://www.amcor.com/privacy_policy.

