

Policy on the Use of Social Networking Websites

The Company recognises that some colleagues use the internet for personal purposes and that they may participate in social networking on applications such as Facebook, Twitter, MySpace, Bebo, Friendster and Tumblr. Social media also covers blogs and video and image sharing websites such as YouTube and Flickr. Colleagues should be aware that there are many more examples of social media than can be listed here and this is a constantly changing area. Colleagues should follow these guidelines in relation to any social media that they use.

The Company works with clients on their premises, and we should be mindful of how any comments about work-based activities published on social networking sites may be interpreted.

The purpose of this policy is to outline the responsibilities of colleagues using the internet to access social networking websites and minimise the risks to the Company's business through the use of social media.

This policy does not form part of any colleague's contract of employment, and we may amend this policy at any time.

The Company respects a colleague's right to a private life. However, the Company must also ensure that confidentiality and its reputation are protected. It therefore requires colleagues using social networking websites to:

- refrain from identifying themselves as working for the Company;
- ensure that they do not conduct themselves in a way that is detrimental to the Company;
- take care not to allow their interaction on these websites to damage working relationships between colleagues and clients of the Company;
- only use the internet for these purposes during work breaks or rest periods, and not when the business requires their active participation in their work duties and responsibilities;
- avoid making any social media communications that could damage the Company's business interests or reputation, even indirectly;
- ensure they do not use social media to defame or disparage the Company, its colleagues or any third party; to harass, bully, or unlawfully discriminate against colleagues or third parties; to make false or misleading statements; or to impersonate colleagues or third parties;
- ensure that they do not express opinions on behalf of the Company via social media;
- refrain from posting comments about sensitive business-related topics, such as performance, or do anything to jeopardise Company trade secrets, confidential information and intellectual property. Colleagues must not include Company logos or other trademarks in any social media posting or in their profile on any social media; and
- be respectful to others when making any statement on social media and be aware that they are personally responsible for all communications which will be published on the internet for anyone to see.

If a colleague is uncertain or concerned about the appropriateness of any statement or posting, they should refrain from posting it until they have discussed it with their manager.

If a colleague sees social media content that disparages or reflects poorly on the Company, they should contact their manager. If the Company is made aware of comments on any application or website which it feels could be detrimental to the organisation, be they regarding colleagues, customers or clients then disciplinary action may be taken. Colleagues may be required to remove any social media content that the Company considers to constitute a breach of this policy. Failure to comply with such a request may result in disciplinary action.

Nelson Williams
Managing Director

(This policy will be reviewed in November 2023)

