

SOCIAL NETWORKING POLICY

1. What this Policy Covers

This policy sets out our position on employee use of social networking websites and blogs, whether conducted on our media and in work time or their own private media in their own time.

2. Your Responsibilities

Social networking websites and blogs offer a useful means of keeping in touch with friends and colleagues. They can be used to exchange views and thoughts on shared interests, both personal and work-related.

We do not object to employees setting up personal accounts on social networking websites or blogs on the internet for use in your own time and using your own computer systems. However, you must not access these on our media or in work time.

You must not link your personal social networking accounts or blogs to our website. Any such links require prior consent from a Trustee.

You must not disclose our Company secrets, breach copyright, defame the Company or our clients, suppliers, customers or employees. You must not disclose personal data or information about any individual that could breach the General Data Protection Regulation 2018 on your blog or on your social networking website.

Social networking website posts or blogs should not be insulting or abusive to colleagues, suppliers, Company contacts, clients or customers.

3. References to the Company

If reference is made to your employment or to the Company then you must state that the views you express are yours only and they do not reflect our views.

You should include a notice such as the following: *"The views expressed on this website/blog are mine alone and do not reflect the views of my employer."*

You should always be conscious of your duty as an employee to act in good faith and in the best interests of the Company under UK law. We will not tolerate criticisms posted in messages in the public domain or on blogs about us or any other person connected to the Company.

You must not bring our Company into disrepute through the content of your website entries or your blogs.

Any misuse of social networking websites or blogs may be regarded as a disciplinary offence and may result in dismissal without notice.

You should be aware that any information contained in social networking websites may be used in evidence during disciplinary proceedings.

4. Third Parties

You must not disclose any information that is confidential to the Company or to confidential to a third party that has disclosed information to us. Our Data Protection Policy provides guidance on what constitutes confidential information. It should be read in conjunction with the Company policy on Email and Internet use.

5. Procedure

Breaches of this policy will be dealt with under the Company's Disciplinary Procedure.

You should be aware that the Company regards breach of any part of this policy as gross misconduct that may result in disciplinary action up to and including dismissal without notice.

If you become aware of information relating to the Company posted on the internet, you should bring this to the attention of your manager.

Last updated: October 23

Reviewed: October 24

Date of next review: October 25