

1. SOCIAL MEDIA POLICY

The Company appreciates that many people enjoy using social media sites.

When referring to social media in this policy, this term includes social media 'apps', blogs, and any other postings on the internet.

Whilst we do not wish to interfere with employees' activities outside work (or permitted activities in work), the Company has a right to protect its reputation, intellectual property, trade secrets, and confidential and sensitive information, as well as ensuring our policies are complied with. To strike a fair balance between the interests of all parties, the guidelines below should be observed when using social media sites, social media 'apps', blogging and making any other postings on the internet.

Serious violation of this policy may result in summary dismissal for gross misconduct. This is the case whether or not the breach takes place during or outside working hours and whether or not you used company systems or company devices.

GENERAL

We recommend you consider that anything you post using social media is potentially public. As such, it is advisable that when making posts you ensure they do not reflect badly on you or the organisation.

Responsibility for statements made using social media

If you have communicated that you are an employee of our organisation or are in any way associated with the Company, it is important that you make it clear that any comments or opinions expressed using social media are yours and are not representative of those of the Company.

Company property

Our logo, brand names and other trademarks are the property of this Company and must not be used without written permission from your Manager / Depot Manager.

Protecting the Company's reputation

You must not make any statements or postings using social media that damages the reputation of this Company or which puts our reputation at risk.

In particular, you should not make any defamatory or adverse statements about this Company, our employees, our clients or suppliers or make any statements that could be interpreted as doing so.

Trade secrets, confidential and sensitive information

You must not reveal or jeopardise the Company's trade secrets, confidential or sensitive information when using social media. You have the same duty to maintain confidentiality when using social media as you do in any other forum.

Unacceptable conduct toward colleagues and third parties using social media

You should not use social media to harass, discriminate against, victimise, bully or insult your colleagues (whether or not they are employees of this Company), customers/clients or other third parties closely associated with this Company.

BREACH OF POLICY

You must ensure that you do not breach any of the Company's policies when using social media.

Reporting breaches of this policy

If you become aware of any breach of this policy, you should report this to your Manager / Depot Manager or the HR department to enable the Company to investigate the matter.

Co-operation with investigation

If you are suspected of breaching this policy, you will be required to co-operate with the Company's investigation into the matter. This may include allowing the Company access to your social media account to view information relevant to the investigation, such as the alleged posting(s).

MONITORING

Use of our computing systems, including the internet and email, is monitored. This also includes personal use of them. Please refer to the Company IT Policy for details regarding monitoring.