



Social Media & Mobile Device Use Policy

Generic Information (Taken from Sunter Limited Employee Handbook)

The Company recognises that some employees will have personal social media accounts.

Such accounts must only be used to express personal views, and care should be exercised in all cases where you are identifiable as someone employed by the Company.

In any event, you must identify yourself as an employee of the Company when referencing our products or services.

The Company requires employees using social media sites to refrain from making any comments or engage in discussions which could adversely affect the Company or the Company's reputation, or that of our customers and suppliers.

It is also prohibited to breach discrimination legislation or harass or bully an employee or damage working relationships between fellow employees.

You must not share any confidential or sensitive Company information on social networks.

You are personally responsible for all content posted on your accounts.

All passwords must remain secure, and you must never leave accounts open whilst you are away from your device or computer.

You are reminded that regardless of the social network used, or privacy settings activated, everything posted on the internet has the potential to become public and widespread.

All social media posts should therefore be carefully considered to ensure they fit with the image you and the Company want to share online.

Any information posted on the internet may result in disciplinary action up to and including dismissal if it breaches this policy or any other expected levels of conduct.

This includes posts on a personal account with inappropriate privacy settings, posts made outside of working hours, and those posts made not using the Company computers or equipment.

You may also be required to remove content created or shared by you if the Company consider such posts to be a breach of this policy.

All Company rules and policies apply in respect of social media posts. This policy therefore should be read in conjunction with all other policies, in particular your attention is drawn to the Equal Opportunities and Positive Work Environment policies.

Specific Office Environment Information

- The use of mobile phones for personal use must be kept to a minimum at all times. Although it is accepted that you will receive calls and/or text messages, please ensure that you deal with any issue as quick as possible and end calls or minimise replies to text messages..
- If you need to spend time resolving any issue / problem, please inform management.
- Accessing social media for personal use via mobile phones in company time is prohibited.
- The use of personal and/or company equipment to access personal social media will be allowed during recognised breaktimes only.
- If you are instructed by a manager to access a social media platform to advertise information. Please ensure that once completed, the social media platform is closed on all company equipment.

Disciplinary Procedures

- Breaches of this policy and information contained within the Employee Handbook will result in the implementation of disciplinary procedures.
- The company reserves the right to monitor all social media postings on personal social media accounts and challenge any individual regarding company related postings.

Document Date: May 2023

Planned Review Date: May 2024

Policy Written by John Walker

Policy Reviewed by: Name: Kevin Stubbs

Signature: *J. Walker*

Signature: *K. Stubbs*

Position: Health, Safety & Environment Manager

Position: Company Director

Employee Receipt of Policy:

Name: _____ Signature: _____ Date: _____