



SOCIAL MEDIA AND COMMENTS ON WEBSITES AND BLOGSITES

Except as expressly authorised by your manager for business purposes, electronic social media such as Facebook or blog sites should not be used during working hours.

In any situation where an employee uses electronic social media or comments on any blog site or website care must be taken by the employee to ensure that:

- Information or comments that are posted will not tend to bring the company or any other staff members into disrepute (such as by the use of abusive, demeaning or negative comments); and
- If during working hours and/or on behalf of the business any social media site is used only for the work-related purpose or purposes that have been authorised.

Where you use LinkedIn, Facebook or a similar site for business networking in the course of your employment, then:

- Any information gathered by the employee about business contacts or potential contacts will be confidential information that belongs to the employer; and
- Information posted about the company, or about the employee's expertise or experience, will not be misleading and will otherwise comply with this policy.

Commercially sensitive information about the company and/or our distributors and/or suppliers, and personal details about other employees, must not be posted on any social media site.

While the company accepts that posts on an employee's personal blog or social media sites in their personal capacity and outside normal working hours will not usually be the company's concern, nevertheless, even in such contexts the employee must ensure that any information or comments that are posted will not tend to bring the company, its staff and/or suppliers and distributors into public disrepute, or harass or injure the reputation or breach the right to privacy of other staff members.

Any breach of this policy may result in disciplinary action being taken, including dismissal in the case of any serious or persistent breaches.