

<<insert company name>>	<<insert company name>>
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## 1. Introduction

- 1.1 This Social Media Policy applies to all employees, contractors and agents of the Company who use the computers, mobile devices, networks and communications equipment and systems provided by the Company.
- 1.2 This Social Media Policy covers the use by Users of all types of social network and social media including, but not limited to, Facebook, Twitter, LinkedIn, YouTube, Instagram, [insert further specific examples], collectively, "Social Media").
- 1.3 The purpose of this Policy is to minimise the various risks to the Company presented by the use of Social Media.
- 1.4 No part of this Social Media Policy shall be deemed to form a part of any employee's contract of employment and may be amended by the Company at any time and for any reason.

## 2. General Principles

- There are certain general principles that Users should keep in mind when using Social Media [insert name], whether for authorised work-related purposes.
- The Company expects all Users to use Social Media professionally, and at all times in accordance with their duties to the Company.
- 2.1 Use Social Media in accordance with their duties to the Company.
  - 2.2 Be mindful of what information and data is shared on Social Media without the name(s) and/or position of [the Company] OR [insert name(s) and/or position(s)].
  - 2.3 Ensure that their use of Social Media does not breach any other of the Company's policies, including its [Communications, Email and Internet Policy;] [Equal Opportunities and Diversity Policy;] [Data Protection Policy].
  - 2.4 Ensure that their use of Social Media does not breach any other laws, regulations or rules set out by regulatory bodies and other organisations, not limited to, <<insert relevant legislation>>.
  - 2.5 Ensure that they do not infringe any copyright or other intellectual property rights when using Social Media.
  - 2.6 Be mindful of the fact that the Company may be relied upon in court, to the advantage or detriment of the Company, and conduct their use of Social Media accordingly.

3. **Personal Social Media Use**

[Users may use Social Media occasionally during work hours [for example, during breaks] if they comply with the provisions of this Social Media Policy and it does not interfere with their work responsibilities or productivity.]

**OR**

[Users may not use Social Media at any time during work hours on computers, mobile devices or other communications equipment provided by the Company [or on computers or other communications equipment belonging to themselves, where applicable].]

4. **Business Social Media Use**

4.1 Certain Users may from time to time be authorised to use Social Media on behalf of the Company. A User authorised to use Social Media on behalf of the Company with the authority of their position(s)>> and in accordance with instructions issued by the Company.

4.2 Use of Social Media on behalf of the Company must comply with the provisions of this Social Media Policy.

4.3 Users using Social Media on behalf of the Company may from time to time be required to interact via Social Media, for example, in response to posts made by the Company. Unless the instructions issued to the User specifically authorise the User to respond with a response to such communication on behalf of the Company, the User may not respond to any such communication on behalf of the Company without prior approval of <<insert name(s) and/or position(s)>>. In any event, the Company should require prior approval, without firming, unless they are fully qualified to respond.

4.4 [Before using Social Media on behalf of the Company, Users may require training in order to demonstrate that they have already received suitable training from the Company or from a previous employer or other organisation.]

5. **Acceptable Use of Social Media**

5.1 Unless specifically authorised by <<insert name(s) and/or position(s)>>], Users should not post on Social Media as themselves or on behalf of the Company and that all views expressed on Social Media by that User are their own and do not necessarily reflect the views of the Company.

5.2 Unless using Social Media on behalf of the Company, Users should not use any Social Media account for work-related purposes or otherwise associated with, the Company.

5.3 Company email addresses should not be used to sign up to any Social Media websites for work-related purposes] **OR** [only for work-related purposes] **OR** [only for work-related purposes]

occasionally during work hours if they comply with the provisions of this Social Media Policy and it does not interfere with their work responsibilities or productivity.]

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[by <<insert name(s) and/or position(s)>>], Users should not post on Social Media as themselves or on behalf of the Company and that all views expressed on Social Media by that User are their own and do not necessarily reflect the views of the Company.

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related or personal  
Company email address  
with the Company and  
being inaccessible].

Users should be aware that their  
should they cease to work for or  
Social Media account(s) in question

- 5.4 Users should always  
should always be made  
may be known to all  
Media may reflect on  
whether a User is using  
purposes, whether for

Users when using Social Media and  
their association with the Company  
the conduct of all Users on Social  
positive or negative. This applies  
business purposes or for personal  
otherwise.

- 5.5 If a User is unsure  
Media activity with  
<<insert name(s)>> and

loss of a post or any other Social  
Media Policy, they should consult  
continuing.

## 6. Unacceptable and Prohibited

- 6.1 Users must not use  
Company or any of its  
parties and organisations
- 6.2 Users must ensure  
Company, its interests  
way.
- 6.3 As under paragraph  
not represent themselves  
behalf of the Company
- 6.4 Users may not share  
business information  
contractors, agents, or  
Media unless specifically  
position(s)>>.
- 6.5 Users may not use  
Social Media (including  
specifically authorised
- 6.6 [Users may not add  
personal Social Media  
and/or position(s)>>]

name or otherwise disparage the  
s, agents, or other affiliated third

al Media does not damage the  
either directly or indirectly, in any

instructed to do so, Users must  
s the Company or as posting on

ally sensitive or other proprietary  
company or any of its employees,  
ties and organisations on Social  
so by <<insert name(s)>> and/or

y belonging to the Company on  
trade marks and logos) unless  
me(s) and/or position(s)>>.

the course of their duties to their  
authorisation of <<insert name(s)>>

## 7. Monitoring

- 7.1 The Company may  
(including, but not limited to)
- 7.1.1 To ensure that  
standards of service
- 7.1.2 To provide evidence
- 7.1.3 To help combat  
devices, networks  
and to maintain

munications and internet usage  
the following reasons:

guidelines are followed, and that

and communications;

the Company's computers, mobile  
communications equipment and systems

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7.1.4 If the Company is found to be sending offers or promotions which breach the law;

7.1.5 If the company is found to be sending an unreasonable number of communications (including, but not limited to, receiving an unreasonable number of communications);

7.1.6 In order to be in compliance with the terms of the Company's Social Media Policy, other communications;

7.2 Users should be aware that any data sent and received using the Company's systems is logged, including websites visited, time spent on the internet, including but not limited to, irrespective of whether the data is sent or received by the user and other Company systems. The Company may become aware of the fact that they would prefer to keep their personal life private and reveal such information to the Company's computers, mobile devices, networks and other devices. Users are taken to consent to their personal data being monitored by the Company and monitored by the Company under this Social Media Policy, laws including, but not limited to, the Investigatory Powers Act 2016.

7.3 When monitoring email, the Company may open and confidential communications cannot be guaranteed.

## 8. Recruitment

The Company may use internet recruitment process. In the recruitment process, the Company will act in accordance with its equal opportunities and diversity policy.

## 9. Misuse and Compliance

9.1 Any User found to be in breach of the Social Media Policy will be treated in line with the usual disciplinary procedure.

9.2 The viewing, transmitting or downloading of any of the following material using the Company's systems, mobile devices, networks or other communications equipment, shall be treated as gross misconduct with the possibility of summary dismissal.

9.2.1 Material which is racist, homophobic, paedophilic, or any other discriminatory material;

9.2.2 Illegal or criminal material which breaches copyright or any other intellectual property rights;

that a User has been viewing or downloading, including, but not limited to that which breaches actual property rights);

that a User has been spending time viewing non-work-related sites (including, but not limited to, Social Media) and/or sending and receiving personal communications; and

requirements of the Company in relation to mobile devices, networks and systems.

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normally restrict itself to looking at the address and email address, it is considered necessary, the Company should be aware that sensitive information should not be sent by email because it

without due diligence as part of its recruitment process. In the recruitment process, the Company will act in accordance with its equal opportunities and diversity policy.

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loading or accessing in any way, the viewing, transmitting or downloading of any of the following material using the Company's systems, mobile devices, networks or other communications equipment, shall be treated as gross misconduct with the possibility of summary dismissal.

racist, homophobic, paedophilic, or any other discriminatory material;

material which breaches copyright or any other intellectual property rights;

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9.2.3 Any material  
the recipient;

effect of causing harassment to

9.2.4 Material which  
restricted or  
authorised to

ought to know, is confidential,  
ormation and which they are not

9.2.5 Any website  
blocked access

wise) which the Company has

9.3 Any questions regard  
<<insert name and/o

a Policy should be referred to  
ntact details>>.

9.4 If any User becomes  
on the Company or  
should contact <<ins

Social Media that reflects poorly  
disparages the Company, they  
>>, <<insert contact details>>.

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This policy has been approved & au

**Name:** <<Insert P

**Position:** <<Insert P

Sources Manager>>

**Date:** <<Date>>

**Signature:**

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