

12.6 Social Media Policy Statement

The scope of this policy applies to all employees, whatever position they hold. If concerns are to be raised about supervision or management, it can be raised directly to the managing director at a convenient time and all whistleblowing will be treated with the strictest of confidence in accordance with our whistleblowing policy.

We actively believe in open communication and encourage our employees to tell the world about the important work they undertake but remind them of the sensitive nature of information that may be involved.

The use of any online social network or any other form of online publishing or discussion forum is completely up to the individual employee, but must remind them, that discussion of works being undertaken or works that have been undertaken in the past must not be posted.

The use of social media must be restricted to the employee's own time, except when requested to use such media for the benefit of the company by the company directors. If employees proceed to use company devices during breaks or outside of working hours, then they must ensure they understand this policy.

When employees discuss any company related matters on the internet, they must identify themselves with their name and, when relevant, role at the company and always include their company contact details.

Only the company directors are official spokespersons for the company, so employees must make clear that they are speaking for themselves and not for the company. Such postings must include the following, "this posting is my own words and do not represent the position, strategy or opinions of the company".

Employees must ensure that they use their own personnel email address and not the company email address for any private communications. If posting anonymous postings on Wikipedia, this can also be traced back to the company. Any persons posting content they publish on blogs, wikis or any other form of user generated media can also be traced.

All employees must remember that the internet never forgets. This means everything published will be visible to the world for a very long time. All employees should apply a common-sense approach and check anything they are about to publish to ensure that, if they read it back and it makes them feel the slightest bit uncomfortable, do not post it. All employees are required to act responsibly with the information that they are entrusted with.

They must never comment on work-related matters, particularly any legal matters unless you are an official spokesperson and have the legal approval from the company directors to do so. Also talking about revenues, future products, pricing decisions, unannounced financial results or similar matters must not be discussed.


All employees must also show consideration for others privacy and for topics that may be considered objectionable or inflammatory (like religion, sexuality, member of a group or politics).

Using your public voice to trash or embarrass your employer, your customers, your co-workers or even you is not okay - and not very smart. You must not cite or reference clients, partners, or suppliers without their approval. You must be aware that others will associate you with your employer when you identify yourself as such.

Copyright must always be respected, if it is not yours, don't use it. It is that person's choice to share his or her material with the world, not yours. Before posting someone else's work, you must check with the owner first.

Even if you act with the best intentions, you must remember that anything you put out there about our company and its employees can potentially harm the company. As soon as you act on the company's behalf by distributing information, you are upholding the company's image, so you must act responsibly. If in doubt, do not do it.

Any deviations from this policy must be approved by the Managing Director after consultation with all levels of management. This policy will be reviewed at least annually to ensure that it remains up to date and relevant to the company undertakings.

Signed:  Date: 1st July 2023
Mr. Bradley Rees, Managing Director