



## SOCIAL MEDIA POLICY

This policy sets out the Company's position on employees' use of social networking sites and blogs.

Social media can bring significant benefits to THAMES SECURITY MANAGEMENT LTD, particularly for building relationships with current and potential clients. It also offers a useful means of keeping in touch with friends and colleagues, and they can be used to exchange views and thoughts on shared interests, both personal and work-related.

However, it is important that employees who use social media within the company do so in a way that enhances the company's prospects.

### Your responsibilities

The Company does not object to you setting up personal accounts on social networking sites or blogs on the internet, in your own time and using your own computer systems. However, you must not do so on Company media or in work time.

You must not link your personal social networking accounts or blogs to the Company's website. Any such links require the Company's prior consent.

You must not disclose Company secrets, breach copyright, defame the Company or its clients, suppliers, customers or employees, or disclose personal data or information about any individual that could breach the Data Protection Act 1998 on your blog or on your social networking site.

Social networking site posts or blogs should not be insulting or abusive to employees, suppliers, Company contacts, clients or customers.

### References to the Company

If reference is made to your employment or to the Company, you should state to the reader that the views that you express are your views only and that they do not reflect the views of the Company. You should include a notice such as the following:

'The views expressed on this website/blog are mine alone and do not reflect the views of my employer'

You should always be conscious of your duty as an employee to act in good faith and in the best interests of the Company under UK law. The Company will not tolerate criticisms posted in messages in the public domain or on blogs about the Company or any other person connected to the Company.

You must not bring the Company into disrepute through the content of your website entries or your blogs.

Any misuse of social networking sites or blogs as mentioned above may be regarded as a disciplinary offence and may result in dismissal without notice.

You should be aware that any information contained in social networking sites may be used in evidence, if relevant, to any disciplinary proceedings.

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## Third parties

You must not disclose any information that is confidential or proprietary to the Company or to any third party that has disclosed information to the Company. The Company's Data Protection Policy (detailed elsewhere in the Employee Handbook) provides guidance about what constitutes confidential information.

This policy should be read in conjunction with the Company policy on Computers and Electronic Communications (also detailed elsewhere in the Employee Handbook).

## Procedure

Breaches of this policy will be dealt with under the Company's Disciplinary Procedure. You should be aware that the Company regards breach of any part of this policy as gross misconduct that may result in disciplinary action up to and including dismissal without notice.

If you become aware of information relating to the Company posted on the internet, you should bring this to the attention of your manager.

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Mr. S Graham  
**Director**