

This policy is intended to help my staff make appropriate decisions about the use of social media such as blogs, wikis, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn, etc.

This policy outlines the standards we require staff to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy.

This policy covers all individuals working for or on behalf of Trackforce Recruitment Ltd, including Directors, Senior Managers, Employees, Consultants, Contractors and Zero Hour Employees.

All of my staff are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of my company and our; Services, Employees, Partners, Customers and Competitors.

When using Social Media in the Company's name, only I or a named Employee authorised by me may make comments on any social media site that name Trackforce Recruitment Ltd and its representatives

All Staff should be aware that any use of social media websites (whether or not accessed for work purposes) may be monitored and, where breaches of this policy are found, disciplinary action may be taken against the offenders.

I reserve the right to restrict or prevent access to certain social media websites if it is considered personal use to be excessive. Monitoring is only carried out to the extent permitted or as required by law and as necessary and justifiable for business purposes.

The misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and the Company. It may also cause embarrassment to the Company and to our Clients.

In particular uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will amount to gross misconduct (this list is not exhaustive):

- Pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature)
- A false and defamatory statement about any person or organisation
- Material which is offensive, obscene, criminal discriminatory, derogatory or may cause embarrassment to the Company, our Clients or our Staff
- Any other statement which is likely to create any liability (whether criminal or civil, and whether for you or us)
- Material in breach of copyright or other intellectual property rights, or which invades the privacy of any person

Where evidence of misuse is found we may undertake a more detailed investigation involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any Witnesses or Managers involved in the investigation. If necessary, such information may be handed to the police in connection with a criminal investigation.

This policy does not form part of any contract of employment and it may be amended at any time



Ian Byatt
Director

