

## **Social Media**

We have developed a very effective website and social media base, which we actively use and encourage you to use too. However, you are required to use them with care and in accordance with the following.

If you make any posting, contribution or creation, or you publish any other content which identifies or could identify you as an employee, contractor, agent or other member, or associate of Kilmac Ltd or in which you discuss your work or experiences relating to us, you must at all times ensure that your conduct is appropriate and consistent with your contract of employment and our corporate image. Please also remember your duty of fidelity as an employee of Kilmac Ltd.

If at any time you are unsure as to the appropriateness of a posting or other content that you are seeking to publish, you should speak to your Line Manager at the earliest opportunity to seek clarification.

If, in any contribution or posting which identifies or could identify you as an employee, agent or other affiliate of Kilmac Ltd you express an idea or opinion, you should include a disclaimer which clearly states that the opinion or idea expressed is yours and does not represent that of Kilmac Ltd