

Social Networking

Kilmac Ltd recognises and accepts that its employees may keep personal web logs (blogs) on the Internet and that Internet social networking sites are a useful way of interacting socially with colleagues and friends.

While the organisation does not wish to discourage employees from accessing such sites on the Internet (whilst at work), nonetheless it expects certain standards of conduct to be observed to protect both its legitimate business interests and its employees from the dangers of inappropriate use. This policy applies both inside and, outside the workplace. It is accepted during the course of carrying out your duties within the organisation that you will be accessing clients' sites during working hours.

In the Workplace

Employees will have access to social networking sites/the corporate social networking site during working hours in relation to carrying out their duties. Access using the organisation's IT systems for personal use of social networking sites is restricted to lunch breaks and before and after the working day, unless specific permission is granted by the line manager. In addition, the following should be adhered to:

Employees must make it clear when posting information or comments on the corporate social networking site that any personal views which are expressed do not represent those of the organisation.

Employees must not post information on a social networking site which is confidential to the organisation, its suppliers or customers.

Employees must refrain from making reference on a social networking site to the organisation, its employees, its customers and its suppliers.

Employees must not post entries on the corporate social networking site/a social networking site which are derogatory, defamatory, discriminatory or offensive in any way, or which could bring the organisation into disrepute.

Employees should be aware that blogs may create documents which the courts can order to be disclosed for use in litigation. Consequently, employees will be assumed to have written any contentious items unless they can prove definitively that they have not done so.

The organisation will monitor its IT systems as is deemed necessary in order to prevent inappropriate usage. Hard copies of blog entries will be used in any disciplinary proceedings.

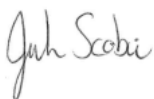
Outside the workplace

Employees must not make reference to the organisation, its customers or its employees on social networking sites.

Employees must not make discriminatory, offensive defamatory or inappropriate comments about the organisation, work colleagues, its' customers or suppliers on social networking sites and any reference will not be tolerated.

Employees must not divulge confidential information about, or belonging to, the organisation, its customers or suppliers on social networking sites.

The above principles apply equally to information or comments posted by employees from their home (or other personal) computers and irrespective of whether the posts are done during working hours or in the employee's own personal time.

A handwritten signature in cursive script that reads 'Julie Scobie'.

Julie Scobie
Financial Director
2nd May 2023