Social Media

Purpose
This policy outlines the acceptable use of social media platforms by employees of BE Recruitment Ltd. It is designed to protect the Company's reputation, confidentiality, and to ensure responsible use of social media both in and out of the workplace.

Scope
This policy applies to:

- All employees, agency workers, contractors, and consultants
- All forms of social media, including but not limited to Facebook, X (formerly Twitter), Instagram, LinkedIn, TikTok, Snapchat, WhatsApp, YouTube, blogs, forums, and personal websites
- Use of personal and business devices during and outside of working hours

Use During Working Hours

- Personal use of social media is not permitted during working hours or on Company-owned IT equipment
- Any use of social networking sites on Company devices must be business-related and authorised in advance
- Breach of this provision is considered misuse of Company time and resources, and may result in disciplinary action

Use Outside of Work
Even when off duty and using personal devices, employees must:

- Employees must not present personal views as those of the Company and must not disclose confidential information or make statements that could reasonably damage the Company's reputation.
- Not publish or share any content that includes identifiable information about Company clients, customers, suppliers, employees, or other stakeholders without prior written permission
- Not post photographs or videos that feature the Company's branding, premises, clients, workers, or work-related activities without authorisation
- Avoid any content that could damage the Company's reputation or relationships, whether directly or indirectly

Unacceptable Content and Consequences
The following conduct is considered a serious breach of this policy:

- Any post or comment that brings the Company into disrepute
- Any breach of the Equality, Diversity and Inclusion Policy or the Harassment Policy
- Any defamatory, discriminatory, harassing, threatening or inappropriate content about or directed at employees, clients, or associated third parties

Such actions may be classified as gross misconduct and could result in dismissal. Employees must not disclose personal data or confidential information obtained through their employment except where authorised and lawful under the UK GDPR and Data Protection Act 2018.

Monitoring and Enforcement
The Company reserves the right to:

- Monitor social media activity that relates to or may impact the business. Any monitoring of social media activity will be conducted lawfully, transparently and proportionately, in accordance with applicable data protection legislation.
- Investigate concerns or breaches of this policy
- Take disciplinary action as necessary in line with the Company's Disciplinary Procedure

Support
Employees unsure about the appropriateness of social media activity should speak to their line manager or a Director before posting. Training or guidance can be made available where required.

Monitoring and Review
This policy will be reviewed annually or sooner in response to legal or operational changes.

Document Control and Accountability

- Review Date: 24/08/2027
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