

## Social Media Policy

### About Bisley

The Bisley Office Furniture Group conducts its business from its manufacturing site at Newport in South Wales, Bagshot in Surrey and the showrooms located in Dallington Street, London and the Calico Building, Manchester. Bisley is a UK manufacturer of a wide range of steel storage products predominantly for the business workplace, with ranges designed for those working from home for both the UK and international markets. Bisley also manufactures industrial storage products designed for use in heavy engineering environments for both the commercial and private sectors.

### Aims and objectives

We aim:

- To establish clear rules on personal usage of social media at work.
- To outline our policy on using social media for promoting our business.
- To remind you that monitoring is taking place.
- To warn you that what you say on social media sites, even outside of your working time, is not private and that we will not tolerate comments which bring the Company, its employees or its customers into disrepute or which infringe our bullying and harassment policy.
- To outline the Company's policy on using social media for recruitment practices.
- To outline the Company's policy on business contacts stored on professional networking sites.
- To explain the possible consequences of policy breaches.

### What we mean by social media

Social media means:

- Social networking sites such as Facebook, Google+, Twitter, Instagram and TikTok
- Professional networking sites such as LinkedIn
- Online chatrooms and forums
- Blogs, and other social media such as YouTube and Flickr

### Using social media to promote our business

If your job involves using social media for business purposes, e.g. sales and marketing, you must stay within the following parameters:

- You should always seek approval from your Manager/Director for each communication.
- You should always identify yourself by name and role.

- You should not contravene our equality or harassment and bullying policies, make comments which may harm the reputation of the Company, its employees or customers or divulge confidential information.
- You should not use the Company logo and marketing material unless specifically authorised to do so.
- You should always correct any mistakes as soon as you become aware of them.
- You should not say anything about a third party which might be defamatory.

## Use of Company equipment for personal social media activities

You may not use our Company equipment including PCs, laptops and smartphones to access social media sites.

## Monitoring

We log and audit the use of Company computers, laptops and PDAs, including email, internet and other computer use. Auditing software has been installed to monitor which internet sites you visit. We will look at the content of what you have posted or uploaded where we have good reason to do so. We do this in order to investigate and detect unauthorised use of our equipment in breach of our policies, including social media use. For further details of how we monitor and the purpose of monitoring, see our Electronic Communications Policy.

## Use of your own equipment to access social media sites whilst you are at work

You must not use your own equipment (e.g. your iPhone) to access social media when you are supposed to be working. Please restrict usage to breaks and time outside working hours.

## Posting responsible content on social media sites

When using social media sites such as Facebook, Instagram, Google+, Twitter, YouTube, TikTok, blogs etc you are operating in a public space and your conduct may have serious consequences for the Company, its employees, its customers/suppliers and other affiliates.

You should comply with the following basic rules whenever you are using social media sites, whether using our equipment or your own equipment and whether you are doing so during or outside of working time.

Do:

- Say I rather than 'we' in any context where you might be construed as talking about our organisation, even if you have not named us.
- Remember that conversations between 'friends' on Facebook are not truly private and can still have the potential to cause damage.
- State that the views you are expressing are your personal ones, not those of the Company, in any situation where you disclose that you are an employee of the Company or where this could be inferred.
- Report to HR or IT if you see anything on a social media site that indicates that a colleague may have breached this policy.
- Use our whistleblowing procedure to raise any issues of malpractice – this is the appropriate channel for raising issues in the first instance, not social media sites.

Do not:

- Make comments which could damage the reputation of the Company or its employees.
- Make comments which could damage the Company's relationships with its customers/suppliers and other affiliates.
- Use social media to insult, embarrass or offend a colleague, customer or supplier.

- Use social media to bully or harass or discriminate against any colleague in a way which contravenes our bullying and harassment policy.
- Comment on sensitive business-related topics such as potential site closures or acquisitions or the Company's financial performance.
- Post comments or pictures which are inconsistent with the requirements of your role or the image it requires you to project.
- Post pictures of yourself wearing company uniform unless this projects a positive image of the Company
- Use a Company e-mail address to register on social media sites
- Divulge confidential information about our business or our customers or suppliers

## Recruitment

If HR and/or line managers use social media sites to investigate a job candidate, they should:

- Ensure that they keep searches to a minimum,
- Avoid forwarding, printing or keeping notes of material and
- Never use the information gained to discriminate against job applicants in contravention of our equality policy.

## Business contacts

The details of business contacts made during the course of your employment belong to us, even where they are created through professional networking sites such as LinkedIn. We will require you to forward details of them to us and then delete your records upon the termination of your employment.

## Breaches of this policy

Any breach of this policy will be taken seriously and may lead to disciplinary action. In serious cases, such as posting material which could damage the Company's reputation, or which amounts to bullying and harassment or the disclosure of confidential information, this could include dismissal under our disciplinary procedure.

You must remove any material posted in breach of this policy upon our request.

You must co-operate to the fullest extent possible in any investigation into suspected breaches of this policy. This may include handing over any relevant passwords in situations where we need these passwords in order to investigate a suspected breach.

If the effect or meaning of any part of this policy is unclear you should seek clarification from HR.

## Status of this policy and new instructions

This policy does not give contractual rights to individual employees. The Company reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

This policy may be supplemented by additional instructions from the IT department about how you use our telecommunication systems. It is very important that you comply with any such instructions.

Date: 1<sup>st</sup> August 2024