



## Social Media Policy

### POLICY

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy all social media and other sites and services that permit users to share information with others in a contemporaneous manner.

### PROCEDURES

The following principles apply to professional use of social media on behalf of PA Hollingworth Ltd as well as personal use of social media when referencing PA Hollingworth Ltd:

- Employees need to know and adhere to the Company’s Code of Conduct, Employee Handbook, and other company policies when using social media in reference to PA Hollingworth Ltd.
- Employees should be aware of the effect their actions may have on their images, as well as Company’s image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that PA Hollingworth Ltd may observe content and information made available by employees through social media. Employees should use their best judgment in posting material to ensure that it is neither inappropriate nor harmful to PA Hollingworth Ltd, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential, sensitive or not for public view. If there are questions about what is considered confidential, sensitive or not for public view employees should check with the Human Resources Department or one of the Directors.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should never answer questions from the media or any legal representatives and refer all such inquiries to the office or Directors.
- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice the Human Resources Department or one of the Directors.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

Social media use shouldn't interfere with employee’s responsibilities at PA Hollingworth Ltd.

Company computer systems are to be used for business purposes only. When using Company computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, PA Hollingworth Ltd blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.

Social Media Policy		Authorised by:	Samantha Cooper
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**P.A.Hollingworth & Co**  
**Building Contractors**

Subject to applicable law, after-hours online activity that violates the Company's Code of Conduct or any other company policy may subject an employee to disciplinary action or termination.

If employees publish content after-hours that involves work or subjects associated with PA Hollingworth Ltd, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent Company positions, strategies or opinions."

While business use of Social Media is permitted employees must keep PA Hollingworth Ltd related social media accounts separate from personal accounts.

It is the aim of P.A. Hollingworth & Co Ltd to ensure that this policy is properly implemented, monitored and periodically reviewed, in accordance with the relevant statutory provisions.

Signed: 

Name: Peter Hollingworth

Position: Director

Dated: 9<sup>th</sup> February 2024

Management of Noise Policy	Authorised by:	Samantha Cooper	
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