ctrg – Social Media Policy

Policy:

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, micro blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, 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 ctrg as well as personal use of social media when referencing ctrg

Employees need to know and adhere to the ctrg of Conduct, Employee Handbook, and other company policies when using social media in reference to ctrg .

Employees should be aware of the effect their actions may have on their images, as well as ctrg image. The information that employees post or publish may be public information for a long time.

Employees should be aware that ctrg may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to ctrg, 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 or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or line manager.

Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized ctrg spokespersons.

If employees find 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 of a supervisor.

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

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

Subject to applicable law, after-hours online activity that violates ctrg 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 ctrg a disclaimer should be used, such as this: "The postings on this site are my own and may not represent ctrg positions, strategies or opinions."

It is highly recommended that employees keep ctrg related social media accounts separate from personal accounts, if practical.

Press/Media

Should you be contacted by the Press/Media, do not comment on anything they ask you, or state that you have no comment as that will be used.

Simply state that we have an external company that deals with all press/media related queries, ask for their contact details and send these details with whatever the subject topic they wanted to speak with you about, to Jane Carroll jane@roccstarpr.co.uk who will liaise with the press on our behalf.