

# Tatry Group Ltd Social Media Policy

At Tatry Group we believe in open communication and accept the use of a blog, wiki, online social network or any other form of online publishing or discussion to promote Tatry Group services. However, these new ways of communication are changing the way we talk to each other and even to our customers and target audiences. In order to avoid any problems or misunderstandings, we have come up with a few guidelines to provide helpful and practical advice for you when operating on the internet as an identifiable employee of Tatry Group.

This Policy exists to address the use by Users of all types of social network and social media platforms including, but not limited to, Facebook, Twitter, LinkedIn, Google+, Pinterest, Tumblr, Instagram, (collectively, "Social Media").

The purpose of this Policy is to minimise the various risks to the Company presented by Social Media usage.

In addition to this Policy, users must also comply with other Company Policies

## 1. General Principles

There are certain general principles that all users should keep in mind when using Social Media, whether for personal use or for authorised work-related purposes. All users must:

- Use Social Media responsibly and professionally, and at all times in accordance with their duties;
- Be mindful of what constitutes confidential, restricted, or other proprietary information and ensure that such information is never disseminated over Social Media without express authority;
- Ensure that their use of Social Media does not breach any other of the Company's policies including;
- Ensure that their use of Social Media does not breach any other laws, regulatory requirements, or other applicable rules set out by regulatory bodies and other organisations;
- Ensure that they do not breach any copyright or other intellectual property rights when using Social Media;

## 2. Acceptable Use of Social Media

- If a user makes any posting, contribution, or creation or publishes any other content which identifies or could identify the user as an employee, contractor, agent, or other member or associate of the Company, or in which the user discusses their work or experiences relating to the Company, the user must at all times ensure that their conduct is appropriate and consistent with their contract of employment and the

corporate image of the Company, and should bear in mind that the user owes a duty of fidelity to the Company.

- Unless using Social Media on behalf of the Company, users should not use any Social Media accounts belonging to (or otherwise associated with) the Company.
- Company email addresses may only be used to sign up to Social Media websites for work-related purposes.
- Users should always be respectful to others when using Social Media and should always be mindful of the fact that their association with the Company may be known to anyone at any time. The conduct of all users on Social Media may reflect on the Company, whether positive or negative. This applies whether a user is using Social Media for business purposes or for personal purposes.
- If a user is unsure as to the appropriateness of a posting or other content they wish to publish, they should speak to line manager at the earliest opportunity to seek clarification.

### **3. Unacceptable and Prohibited Use of Social Media**

- Users must refrain from doing anything on Social Media or any other websites that defames, disparages, or otherwise brings into disrepute, the Company, a user's superiors, a user's colleagues, or other related third parties. This includes, but is not limited to, making false or misleading statements and impersonating colleagues or third parties.
- Users must ensure that their use of Social Media does not damage the Company, its interests, or its reputation, whether directly or indirectly, in any way.
- Users may not share the following on Social Media unless specifically authorised to do so by Jonathan Sisk, Managing Director:
  - Confidential information;
  - Commercially sensitive or other proprietary business information belonging to or about the Company or any of its employees, contractors, agents, or other affiliated third parties and organisations;
  - Personal data relating to colleagues or customers etc.
- Users may not use any intellectual property belonging to the Company on Social Media (including, but not limited to, trademarks and logos) unless specifically authorised to do so by Jonathan Sisk, Managing Director.

### **4. Recruitment**

The Company may use internet and social media searches to carry out due diligence as part of its recruitment process. In these circumstances, the Company will act in accordance with its equal opportunities and data protection obligations.

### **5. Non-Compliance**

Any employee found to be breaching this policy will be treated in line with the Company's usual disciplinary procedure. Breaches of this policy could result in disciplinary action up to, and including, dismissal.

This policy has been reviewed and approved by:

**Name:** Jonathan Sisk  
**Position:** Managing Director  
**Date:** 10/06/2022  
**Signature:** *Jonathan Sisk*