

Social Media Policy

As a company, A Bright Solution Ltd. recognises the importance of social media and want to ensure that our staff that participate in such activities do so in the right way.

Employees should approach social media in the same way as traditional communications – by using sound judgement and common sense.

The purpose of this policy is to provide guidance on acceptable online behaviour; whether using social media for personal use with a clearly defined association with our company, or in a professional capacity at work.

Using Social Media for Work Purposes.

Anyone who wishes to use social media in a professional capacity at work must request permission by:

- Checking with their line manager that this is the correct approach to satisfy their business need.
- Emailing their line manager who will review the content before it is posted to any social media site.

Personal Conduct on Social Media Sites.

The company respects an employee's right to a private life, however, the company must also ensure that confidentiality and its reputation are protected. It therefore requires employees to:

- Ensure that they do not conduct themselves in a way that is detrimental to the company and/or client.
- Take care not to allow their interaction to damage working relationships between members of staff and clients of the company.

Confidential Information.

Employees must never disclose confidential or commercially sensitive information, (for example), this would include revenues, profit, client information or any details of sites that they are working on, (includes "checking in").

Unacceptable Behaviour.

If a situation arises where it is deemed an employee has conducted themselves inappropriately and conflicts with the details of this policy, disciplinary action may be taken in line with the companies disciplinary policy, which could result in dismissal.

Signed.....
Mick Barrett
Director
8th August 2025

Signed.....
Sam Pailor
Director
8th August 2025