

**FORTH PORTS LIMITED**

**SOCIAL MEDIA POLICY**

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## 1. Policy Statement

The Company recognises that the Internet provides a range of unique opportunities to participate in interactive discussions and to share information using a wide variety of social media, such as Facebook, LinkedIn (professional networking tool), Twitter, blogs, virtual worlds and wikis. However, use of social media by employees can pose risks to the business, particularly in relation to confidential information and the reputation of Forth Ports Limited ("the Company"). Using social media sites can also, in certain circumstances, potentially jeopardise compliance with our legal obligations.

The Social Media Policy (known as "the Policy") is designed to provide employees who are required to use social media as part of the job with common-sense rules and guidance that must be followed to ensure the appropriate, responsible and safe use of social media in the workplace.

The Policy is also designed to ensure that all employees understand that personal use of social media sites such as Facebook, Twitter (including Live Streaming App 'Periscope') and LinkedIn may have an impact on their relationship with the Company.

## 2. Scope of the Policy

This Policy should be read in conjunction with the Company's Network and Computer Security Policy, Bullying and Harassment Policy and the Disciplinary Procedure. It complies with ACAS guidance and therefore covers **all employees** in respect of personal usage.

The Policy does not form part of any Contract of Employment and it may be amended at any time at the discretion of the Company.

The Policy outlines:-

- the standards to be observed by in relation to the use of social media in relation to matters that affect the Company or its employees;
- the action that the Company will take in respect of any breaches of those standards.

This Policy covers all employees including consultants, contractors and agency staff.

Third parties who have access to our IT facilities and communication systems and equipment are also required to comply with the Policy

## 3. Employees Sanctioned to use Social Media

Currently, the use of social media on behalf of the Company is only sanctioned for business purposes for a small number of employees as determined by the Company from time to time. For example, the HR function may use social media as part of the recruitment process (e.g. Facebook or LinkedIn).

#### 4. Responsible Use of Social Media in the Workplace

It is important that any employee who uses social media on behalf of the Company is familiar with and adheres to the Policy at all times so as to minimise risks to the Company.

Employees must not under any circumstances post disparaging, offensive, inappropriate, misleading or defamatory statements about:-

- our organisation;
- our customers;
- our business
- our colleagues/other employees;
- our suppliers; and/or
- other affiliates, sponsors and stakeholders.

Employees should also avoid posting social media communications that might be misconstrued in a way that could damage our business reputation, even indirectly. For example, employees should always refrain from entering into inflammatory or inappropriate debate which could reflect badly on the Company or damage our reputation, or the use of inappropriate language e.g. swearing.

Employees should make it clear in social media postings that they are speaking on their own behalf. Write in the first person and use a personal e-mail address when communicating via social media.

Employees will be held personally responsible for what they communicate in social media. Therefore under no circumstances should comments be posted about sensitive business-related or confidential topics, such as the Company's performance nor use the Company's logo unless sanctioned by the appropriate Senior Manager.

Inappropriate use of a smart phone (including Company issued) may result in disciplinary action.

In addition, employees should avoid misappropriating or infringing the intellectual property and copyright of other companies and individuals, which can create liability for the Company as well as the employee. Nothing should be posted relating to colleagues, customers, clients, suppliers or other stakeholders without their written permission.

If employees are contacted for comments about the organisation for publication anywhere, including in any social media outlet, they should direct the inquiry to the Group General Counsel & Company Secretary and must not respond without written approval.

#### 5. Personal Use of Social Media outwith the Workplace

Employees should be aware that postings on a personal social media site may come to the attention of the Company e.g. via a complaint from a colleague or external party. Depending upon the nature of the complaint, the Company may investigate this with the employee concerned.

Employees should therefore ensure that they have appropriate privacy settings on their personal social media sites. Employees should consider this Policy and their relationship with the Company before posting a message that may be considered offensive to colleagues, customers or to the Company.

## 6. Breach of the Policy

Any breach of the Policy may result in disciplinary action for employees up to and including dismissal with immediate effect for gross misconduct. Disciplinary action may be taken regardless of whether the breach is committed during working hours and regardless of whether our equipment or facilities are used. In the case of consultants, contractors and agency employees breach of this Policy may result in termination of their engagement without notice. Breach of the Policy may also give rise to civil or criminal liability proceedings.

Any employee suspected of committing a breach of this Policy will be required to co-operate with the Company's investigation into the allegations, which may involve you requiring to hand over relevant passwords and login details to the Company. Failure to comply with such a request may, in itself, result in disciplinary action being taken.

Employees may also be required immediately to remove Internet postings that are deemed by the Company to constitute a breach of this Policy. Failure to comply with any such request may in itself result in disciplinary action being taken.

Employees are prohibited from using social media in a way that breaches any Company Policies, rules of any relevant Regulatory Body or legal obligation.

## 7. Recruitment

The Company may use Internet searches on social media sites to perform due diligence on candidates in the course of recruitment or use social media as a means of recruitment. Where we do this, we will act in accordance with our data protection and equal opportunities obligations. Candidates will be informed of our social media Policy.

## 8. Monitoring

The contents of our IT equipment and communication systems are, and remain at all times, the property of the Company. Therefore, employees should have no expectation of privacy in any message, data, document, social media post, blog, discussion or any other information sent, received or stored on our IT systems.

The Company reserves the right to monitor, intercept and review social media activity including during the recruitment process, in the Disciplinary Process, in managing performance or in relation to other Company policies. You should have no expectation of privacy in relation to your posts on social media which are freely available online and/or accessible to those with whom you are connected in your social networks, including the Company and its employees.

For further information, please refer to our Network and Computer Security Policy.

## 9. Implementation of the Policy

The Chief Executive Officer has overall responsibility for the effective operation of the Policy, but has delegated day-to-day responsibility for its operation to the Group HR Manager. Responsibility for monitoring and reviewing the operation of the Policy and making recommendations for change to minimise risks also lies with the Group HR Manager and the Corporate Systems & Infrastructure Manager.

All Managers have a specific responsibility for operating within the boundaries of the Policy, ensuring that all employees understand the standards of behaviour expected of them and taking action when behaviour falls below its requirements.

All employees are responsible for the success and implementation of the Policy and should therefore ensure they read and understand their obligations.

Any breaches of this Policy or other misuse of social media should be reported to the Company.

Questions regarding the content or application of the Policy should be directed to the Group HR Manager.

## 10. Related Policies

- Bullying and Harassment Policy
- Disciplinary Policy
- Grievance Procedure
- Network and Computer Security Policy
- Data Protection Policy
- Equal Opportunities Policy
- Mobile Telephone/Device/Radio/Audio Equipment Policy.

## 11. Definitions

“The Company” – which shall include all companies in the Forth Ports’ Group.