

INTERNET USE & SOCIAL MEDIA POLICY



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TRAC International Ltd and subsidiary companies (TRAC) recognise that the internet is an essential tool in the workplace and as such is used regularly by all employees in the course of their work. However, the use of the internet is also open to abuse or misuse, hence the need for formal guidance provided by this policy.

General Use of the Internet

As a general guide, the use of the internet and social media for personal reasons, accessed via any device (company or personally owned computers, mobiles, tablets, etc.) must not interfere with your job responsibilities, tasks or deadlines and should be confined to breaks.

Within reason, the internet may be used for accessing personal non work related sites, apps or content at work during breaks and lunch period, at the discretion of your line manager. However, there are health concerns associated with use of visual display units (VDUs) and IT equipment and as a result, we encourage you to rest your eyes by taking a break from your screens.

Consideration should be given to bandwidth capacity of the internet when accessing sites or using apps at base locations. Streaming/listening to radio, music, TV or video is not permitted across company data connections unless being accessed specifically for work purposes. This includes BBC iPlayer, Spotify, Netflix, YouTube, iTunes, LinkedIn etc. Please be aware that some sites will stream media without the user realising e.g. videos on news websites or Facebook.

Under no circumstances may company computers, phones or internet enabled devices be used to obtain, view or reach inappropriate material such as pornographic or gambling web sites. Doing so may lead to disciplinary action, up to and including termination of employment.

Use of the internet may also compromise company security via viruses/spyware. Spyware allows unauthorised people, outside the company, potential access to company passwords and other confidential information. If additional software is required in order for you to do your job that is not already on the company network, you should speak to IT Support/Business Support Manager prior to downloading the software.

Use of Social Media

The use of online social media has become a very significant part of life for many people. It can be a useful way of interacting with friends and colleagues both personal and work-related. However, there are opportunities for these sites to be used for less positive reasons or used for substantial periods of time during working hours. Reasonable personal use of social media at work is acceptable during breaks and lunch period, however, we encourage staff to take a break from screens during these times.

Where your profile or your specific comments, name TRAC or identify an association with TRAC, you should remember that comments and behaviour have the potential to be seen as a representation of the company and may reflect on our image. As per our Human Resources procedure, confidential information such as financial information, information about customers/jobs etc. must not be disseminated via social media. In addition, you must not without prior approval, refer to clients/customers in posts. Even a positive comment may be used by a competitor to our disadvantage. As a guide, when using social media, consider whether you would be happy for TRAC to see what has been written. Behaviour may be monitored and may lead to disciplinary action.

Personal email may be accessed at work during breaks. However, as with internet use, this should not interfere with work responsibilities.

We aim to treat 'electronic behaviour' in the same way we treat 'non-electronic behaviour'. As such, offensive or intimidating language directed at another employee, whether named or not, on

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social networking or any other electronic format is unacceptable and may constitute bullying and harassment, in accordance with our Human Resources Policy (TRAC POL C03) and relevant Human Resources Procedure. This is not confined to activity that takes place within working hours and may result in disciplinary action.

The violation of any aspect of this policy may result in disciplinary action, up to, and including termination of employment, in accordance with our disciplinary and grievance processes.

ASSOCIATED POLICIES:

Staff should review the HR Policy (TRACPOL C03).

For and on behalf of TRAC International and subsidiary companies:

Managing Director: K Stephen

Signature:



Date: 6th February 2020