

SOCIAL MEDIA POLICY

Policy Brief & Purpose

This policy aims to minimize risks to Delton Contracts Services Ltd arising from the use of social media and online communications. As our digital footprint grows, we must ensure that all online interactions—whether for business or personal use—protect the company's reputation, confidentiality, and professional standards.

Scope

This policy applies to all employees, contractors, and temporary staff. It covers all forms of social media, including but not limited to:

- Social networking sites (e.g., LinkedIn, Facebook, Instagram, X/Twitter, TikTok).
- Messaging apps (e.g., WhatsApp, Messenger).
- Video and audio platforms (e.g., YouTube, Podcasts).
- Blogs, vlogs, and online forums.

Personal Use of Social Media

While we recognize that employees use social media in their personal lives, we expect such use to be responsible.

- **Working Hours:** Occasional personal use during breaks is permitted, provided it does not interfere with productivity or project deadlines.
- **Professionalism:** You must ensure that your personal activity does not bring the company into disrepute or violate our policies on harassment and equality.

Prohibited Conduct

Employees must not:

- Post content that is defamatory, disparaging, or damaging to the business interests of Delton Contracts Services Ltd or its clients.
- Harass, bully, or unlawfully discriminate against colleagues or third parties.
- Post sensitive business information, trade secrets, or confidential project details (including site photos without authorization).
- Use the company logo or trademarks in personal profiles or posts without prior written approval.
- Express opinions on behalf of the company unless specifically authorized to do so.
- Share contact details of business clients or partners on personal social media platforms.

SOCIAL MEDIA POLICY

Guidelines for Responsible Use

- **Clarify Your Views:** If you discuss work-related matters, make it clear that you are speaking for yourself and not as a representative of the company.
- **Think Before You Post:** Remember that social media content is public and permanent. If you are unsure whether a post is appropriate, consult your manager.
- **Respect Privacy:** Never share personal data of colleagues or clients in a way that would breach our Data Protection Policy.
- **Site Safety:** Do not post photos or videos from active construction sites that could show poor health and safety practices or reveal secure client locations.

Monitoring & Reporting

The company reserves the right to monitor public social media activity that references Delton Contracts Services Ltd. If you witness a breach of this policy—such as a colleague disparaging a client online—you are encouraged to report it to a Director immediately.

Policy Breaches

Failure to comply with this policy will be investigated under the company's disciplinary procedure. Serious breaches, such as the disclosure of confidential information or evidence of online bullying, may result in summary dismissal.

Document Name: SOCIAL MEDIA POLICY


Date Created: 01/01/2024

Version Number: 2 Jan 2026

Revision Date: 01/01/2027

Approved by: Gurbakhs Singh

Position: Managing Director

Approved by	G.Singh Director	Signed: 	Date 6/3/2025
-------------	---------------------	--	------------------