



TMC
Security Services Ltd

Social Media Policy

All contractors to TMC Security Services Ltd need to be aware of the growing use and importance of behaviour on social media. What contractors post on their social media, can be a reflection on TMC Security Services Ltd and or its clients.

TMC Security Services Ltd Social Media Policy provides a framework for using social media. Social media is a place where people exchange information, opinions and experiences to learn, develop and access services. Whilst we recognise the benefits which may be gained from appropriate use of social media, it is also important to be aware that it may pose significant risks to our business. These risks include disclosure of confidential information and intellectual property, damage to our reputation and the risk of legal claims. To minimise these risks this policy sets out the rules applying to the use of social media.

This policy provides guidance and advice on what is expected of you as a contractor of TMC Security Services Ltd and how you should present yourself on digital channels.

Any breach of the below could be subject to termination.

Policy definitions

1. "Social media" refers to a variety of online communities e.g., blogs, social networks, chat rooms and forums. This policy covers all of these.
2. "User" refers to contractors of TMC Security Services Ltd who use social media in a professional or personal capacity, as well as the public audiences of these channels.
3. "Customer" refers to a public follower of TMC Security Services Ltd channels, either as a potential client, supplier, investor, or any other interested audience member.

Your Profile (s):

1. As a contractor of TMC Security Services Ltd, we ask you not to make offensive, discriminatory, defamatory, or inappropriate comments about the company, its clients, or suppliers.

In your use of social media, you must not:

1. Make disparaging or defamatory statements about us, our employees, clients, customers, or suppliers.
2. Harass, bully or unlawfully discriminate in any way.
3. Use data obtained in the course of your employment with us in any way which breaches the provisions of the Data Protection Act 1998.
4. Breach copyright belonging to us.



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5. Disclose any intellectual property, confidential or commercially sensitive information relating to our business.

6. Make statements which cause, or may cause, harm to our reputation or otherwise be prejudicial to our interests. You should avoid using social media communications that might be misconstrued in a way that could damage our business reputation.

Remember that you are personally responsible for what you communicate on social media. Often materials published will be widely accessible by the public and will remain accessible for a long time.