

HEALTHY MINDS, HEALTHY BODS

SOCIAL MEDIA POLICY



We at Healthy Minds, Healthy Bods (HMHB) are keen to use online media in enabling us to provide the best possible service to our clients. It will allow HMHB to discover new opportunities, and reach those that may not be able to hear of our organisation.

When HMHB talk of Social Media, we mean services such as mobile and internet. On the internet this can involve networking sites such as our website, Instagram, Facebook, Twitter, MySpace, and LinkedIn. It would encompass Blogs and Forums (both public and private), Online Polls, Customer Review Sites, and even web-pages such as Wikipedia.

All current responsibilities detailed in contracts and the Staff Handbook remain applicable. However, in addition, on all media staff, when online, must;

- ◆ not allow it to interfere with work commitments
- ◆ not use libellous, defamatory or harassing content
- ◆ not publish information that is confidential
- ◆ not do anything to bring the company into disrepute
- ◆ be abundantly clear that when offering opinions these are yours, and not representative of the company

On Company Blogs;

- ◆ Posts must not contain or link to pornographic or indecent content
- ◆ Employees must not promote personal projects
- ◆ All materials published must respect the copyright of third parties

The Web is not anonymous. Assume that everything written can be traced back to the company, if not you personally.

With regards any information concerned to HMHB, do not lie or withhold the truth.

The web contains a permanent record of any errors or mistakes. Therefore, do not try to change things retrospectively.

Do not use a nickname. When using any website for company business, write as though everyone knows who you are. Do not hide behind anonymous names of pseudonymous postings.

This policy, monitored by the Chief Executive, will be consistently re-examined, and made available to all members of staff, our partners, and suppliers upon request.

*Lawrence Curtis: Chief Executive
Summer 2018*

