

# Social Media Policy

## Policy brief & purpose

**Elite Project Solutions (EPS)** recognises the impact of social media on our business, employees, stakeholders and clients. This policy establishes clear guidelines for responsible social media use to ensure a positive representation of EPS and its clients, protects sensitive information, and uphold the company's values.

## Scope

This policy applies to all **EPS** employees, contractors, and individuals representing the business on social media platforms, both during work hours and in personal capacities.

## Policy elements

### 1. Professionalism and Respect:

Maintain a professional and respectful tone in all social media interactions related to **EPS** and our clients, avoiding offensive or discriminatory behavior.

### 2. Confidentiality and Data Protection:

Avoid disclosing confidential information about **EPS**, its clients, or employees on social media, ensuring compliance with data protection regulations.

### 3. Personal Capacity Acknowledgment:

Clearly state personal opinions on social media, making it evident they are your own and not necessarily reflective of **EPS**'s official stance.

### 4. Representing EPS:

Refrain from claiming to represent **EPS** on personal social media unless authorised. Official company accounts must be managed by designated individuals.

### 5. Compliance with Laws:

Adhere to all relevant laws, including copyright and intellectual property laws, when sharing content on social media.

### 6. Reporting Concerns:

Report any inappropriate social media activity related to **EPS** to the designated authority within the business.

## Commitment to Compliance

This policy is binding for all **EPS** employees and contractors, aiming to establish a positive online presence aligned with our company values. **EPS** is committed to promoting responsible social media use and will take appropriate action in cases of non-compliance.

By adhering to these guidelines, **EPS** seeks to protect its reputation, maintain a positive online presence, and ensure the responsible use of social media by its employees.

### APPROVED:

*This Policy will be reviewed every 12 months to ensure its appropriateness, accuracy and value.*



**Craig Riding**

**Director**



**Derek McGuinness**

**Director**