



Inn Cornwall Limited
Company Registration: 7206263

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SOCIAL MEDIA POLICY

Policy

This policy on social networking should be read alongside the Company's existing policy on internet use. The purpose of this policy is to outline the responsibilities of employees using the internet to access social networking websites.

As employees are aware, the internet is provided primarily for business use. Inn Cornwall Limited recognises that many employees use the internet for personal purposes and that many employees participate in social networking on websites such as Facebook, Twitter, MySpace, Bebo and Friendster.

Use of social networking in work time

Inn Cornwall Limited does not allow access to social networking websites from its computers at any time. The Company has added websites of this type to the list of restricted websites.

Employees are also reminded that use of Personal Mobile Smart Phones during work time to access Social Media sites is not permitted and must be contained to breaks and personal time.

Personal conduct

The company respects an employee's right to a private life; however, Inn Cornwall Limited must also ensure that confidentiality and its reputation are protected. It therefore requires employees who are using social networking websites in personal time to:-

- Refrain from any activity which is in any way derogatory or disrespectful towards the company, suppliers, colleagues or customers
- Ensure that they do not conduct themselves in a way that is detrimental to the company
- Take care not to allow their interaction on these websites to damage working relationships between members of staff and clients of Inn Cornwall Limited.
- Ensure that no company information, photos and videos are published which could breach confidentiality, data protection or be detrimental to the company.

Security and identity theft

Employees should be aware that social networking websites are a public forum, particularly if the employee is part of a 'network'. Employees should not assume that their entries on any website will remain private. Employees should never send abusive or defamatory messages.

Employees must also be security conscious and should take steps to protect themselves from identity theft, for example by restricting the amount of personal information that they give out. Social networking websites allow people to post detailed personal information such as date of birth, place of birth and favourite football team, which can form the basis of security questions and passwords. In addition, employees should:-

- Ensure that no information is made available that could provide a person with unauthorised access to the company and/or any confidential information
- Refrain from recording any confidential information regarding Inn Cornwall Limited on any social networking website.

Disciplinary action

Failure to follow this policy may result in disciplinary action being taken in line with the Company's disciplinary policy.