

IT POLICY

SOCIAL MEDIA POLICY

In this policy “Social Media” means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Pinterest, Wikipedia, Google+ Tumblr, Snapchat Instagram, Youku, Wechat, Weibo, Renren. We recognise that the range of Social Media available for use is diverse and constantly changing and this is not intended to be an exhaustive list. The definition of Social Media includes all other social or professional networking sites, blogs, microblogs, comment threads or forums and comment spaces or other applications or websites which allow the user to upload, store, publish and/or exchange information. Social Media is an increasingly influential and powerful way to communicate and we want to harness the possibilities presented by Social Media for our own business as well as our clients’ businesses. At the same time however, employees’ use of Social Media can present a threat to our levels of professionalism and productivity and to our confidential and proprietary information and it has the potential to damage our reputation. As with the internet and email, inappropriate use of Social Media can also create significant financial and legal (even criminal) liability for you personally as well as for Instalcom.

To minimise those risks you are required to comply with this policy.

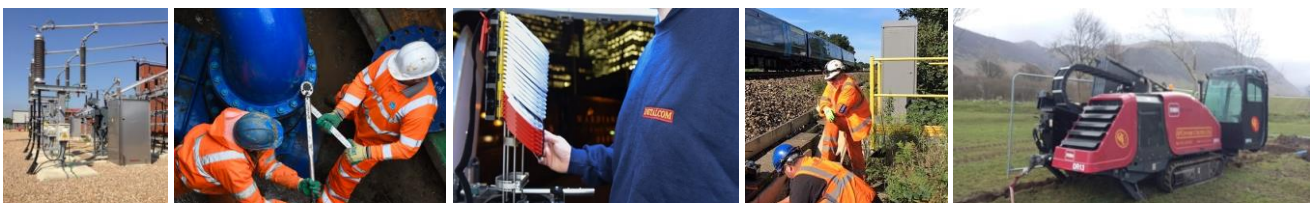
The policy applies to the use of Social Media for business purposes as well as to its use for personal purposes and whether you are using Social Media during or outside work hours. It also applies irrespective of whether Social Media is accessed and/or used using Instalcom’s IT equipment

Use of Social Media

When using Social Media at any time your profile and any content you post should be consistent with the professional image you present to colleagues, employees, customers, business partners and suppliers of Instalcom.

THINK about what you are posting. DON'T:

- Post anything that would or might be offensive to your colleagues or to customers, business partners or suppliers.
- Include content which could be construed – directly or indirectly - as being disparaging, defamatory or offensive, including (but not limited to) discriminatory comments, insults or obscenities.
- Post comments about sensitive business-related topics such as the profits, plans or financial performance of Instalcom or any part of the Group, even if you are stating your own personal view and you do not directly identify yourself as an employee of Instalcom.
- Post or link to sites which may contain viruses which could affect the functioning of Instalcom’s IT systems.
- Post anything about colleagues or customers, business partners or suppliers when posting in your personal capacity.
- Disclose any trade secrets or other confidential information or intellectual property or copyright belonging to Instalcom or any clients through any form of Social Media. This includes using logos, brand names, slogans or other trademarks.
- Do anything which could amount to misuse or infringement of the intellectual property or copyright of any third party.
- Provide references for any employee or former employee using Social Media because these references, whether positive or negative, may be attributed to Instalcom and can create liability for you and Instalcom.



IT POLICY

SOCIAL MEDIA POLICY

Personal Use of Social Media

You should ensure that you make a clear distinction between your personal use of Social Media and any pre-approved use of Social Media for business purposes.

In general, what you do in your own time is a matter for you and Instalcom does not want to place any onerous or unnecessary restrictions on your private usage of Social Media. However – THINK – any information you post will be public and will be accessible potentially for years to come by Instalcom, your colleagues, your business contacts and the general public.

Even though your use of Social Media may be personal in nature, remain mindful of your obligations as an employee within the OCU Group and don't breach those obligations. In particular:

- You should always make it clear that you are speaking on your own behalf. Include a disclaimer that your views do not represent those of Instalcom (unless agreed otherwise). If blogging, think about using a pseudonym as this helps protect your own privacy, as well as Instalcom's interests.
- You must not use a business email address to subscribe to any non-business-related form of Social Media.
- You should not make reference in your personal Social Media content or usage to Social Media content you have created in a professional capacity.
- You should not post details about Instalcom.

Business Use of Social Media

If you use Social Media in the course of your employment with us for any purpose, consider all content carefully and agree an appropriate content approval process with your manager. This includes both content posted on Social Media for a client or content posted for the public relations purposes of Instalcom.

If you are contacted at any time, via any medium, for comments relating to Instalcom or about anything you have posted, you must not respond without prior approval from the Instalcom Senior Leadership Team.

Contacts made during the course of your employment ("Business Contacts") belong to Instalcom and details of any such contacts are confidential information belonging to Instalcom. Where you upload details of your Business Contacts to any form of Social Media, we expressly reserve the right to require you to:

- Adjust the privacy settings of any Social Media site or account where you have added details of Business Contacts in order to protect the confidential status of this information.
- Delete all Business Contacts stored in any form of Social Media at any time if requested and immediately before your employment with us terminates.
- Enter into a contractual agreement preventing you from soliciting or dealing with Business Contacts after the termination of your employment.

Internal Social Media

Internal company blogs or other internal employee online forums ("Internal Social Media") are frequently used to allow the open exchange of information and to create a platform for new ideas to be shared. When using any form of Internal Social Media:

- Don't let it interfere with your work commitments.
- Don't post any content or include links to content which is pornographic, indecent or otherwise offensive, including any content which amounts to a breach of any other Instalcom policy.



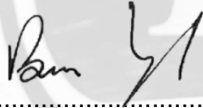
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SOCIAL MEDIA POLICY

- Instalcom may monitor the content of Internal Social Media and Instalcom may at any time prohibit, discontinue or block access to Internal Social Media and take appropriate action in relation to policy breaches or inappropriate conduct.
- Remember that any personal information or content you include on any form of Internal Social Media will be accessible by and may be used by other employees.
- Remember that all and any content and information included on any Internal Social Media which relates in any way to Instalcom's business, remains the property of Instalcom, and can be used by Instalcom for any purpose whatsoever.
- Instalcom will own all original content, ideas, writing, artwork, videos and plans submitted by you to any Internal Social Media and may use the same for any purposes whatsoever.
- You expressly release Instalcom from any claim based upon your decision to upload information or content or otherwise participate in any Internal Social Media.

Breach of the Social Media Policy

Breach of this policy (or breach of any other policy by your use of Social Media) may be treated as a disciplinary offence and may result in you being subject to disciplinary action up to and including dismissal. You may also be subject to legal action. If you are found to have uploaded material using any form of Social Media which in the reasonable opinion of Instalcom may give rise to a legal or commercial risk for Instalcom and/or is disparaging of Instalcom or any employee, client of or supplier to Instalcom, you will immediately be required to permanently remove, or to procure the permanent removal of, such material.


Signed.....Date: 15/01/21
Brian Lynch – Head of IT


Signed.....Date: 15/01/21
Vince Bowler - Managing Director

