




SOCIAL MEDIA POLICY

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PREPARED FOR
Water Modelling Solutions

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A	Final
B	Updated Formatting
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SOCIAL MEDIA POLICY

OBJECTIVES AND COMMENTS

Water Modelling Solutions (WMS) is committed to achieving a productive work environment and to protect our reputation and the integrity of our brand. Therefore, WMS has developed this policy to ensure that all employees are aware of their obligations regarding the usage of social media during working hours and outside of working hours. Any breach of this policy by employees will be investigated and may result in disciplinary action, which may include termination of employment with WMS.

USE OF SOCIAL MEDIA DURING WORK HOURS

Social media refers to online social networks used to share information through online social interaction. For the purposes of this policy, WMS considers the following types of websites to be social media sites:

- Facebook;
- Instagram;
- Twitter;
- YouTube;
- TikTok;
- Online blogs;
- Forums and discussion boards; and
- Any other similar websites..

Employees are prohibited from accessing or using any of the above social media sites during working hours, except if permission is granted by the employee's manager.

Employees of WMS will only be permitted to use these social media sites for work purposes when specifically directed to do so by their manager.

If using social media websites for work purposes, employees should always do this in a way that promotes the values and goals of WMS.

USE OF SOCIAL MEDIA OUTSIDE OF WORKING HOURS

Whilst WMS respects the private lives of their employees and their private social interactions outside of working hours, any usage of social media websites must not be done in a way that brings WMS or any of its staff into ill repute.

This includes doing such things as:

- Posting negative or defamatory comments about WMS on social media websites;
- Posting negative, defamatory or derogatory comments about any staff members employed by WMS on social media sites; and
- Supporting or participating in any negative or defamatory comments made about WMS or any staff members on social media sites.

The fact that an employee may have thought that his or her 'Facebook account' or any other social media account(s) was 'set to private' will not be a valid excuse for failing to comply with this policy.

BREACHES OF THIS POLICY

Any breaches of this policy will be investigated by WMS and will result in disciplinary action, including any of the actions or a combination of any of the following actions:

- Termination of employment;
- Written warning;
- Verbal warning;
- Re-training;
- Counselling;
- Transfer; or
- Demotion.