

Social Media Policy

1. This policy covers all those working for Chambers (the “Company”), including contractors and pupils.
2. It is your duty to protect the Company’s interests and you must not publish anything that could directly or indirectly damage such interests or compromise the Company’s reputation. You must never communicate on the Company’s behalf through social media unless authorised to do so and you must always make sure anything you post is accurate and lawful. Always obtain permission from them before posting images of any of your colleagues or any of their personal details.
3. You have responsibility for your personal social media content. If you can be identified as working for the Company, you must make sure your profiles, and anything you post, are in line with how we expect you to present yourself to business associates and colleagues. Be mindful that even if you do not name the Company as your employer, people who know you and where you work, may still make an association with the Company. If you are in any doubt about what is and is not acceptable to post, please talk to the Chief Executive.
4. You must always show respect to others when using social media. You must never criticise the Company, our clients, suppliers, business associates, your colleagues or anybody else you meet professionally. You must never air grievances about the Company or any of its activities on social media. Our other policies (those covering harassment and bullying and equal opportunities) give guidance on the type of behaviour we consider unacceptable in the workplace, and we expect you to maintain the same high standards when using social media.
5. You must remain aware always of the public nature of social media. Even content posted on to a restricted group can quickly be shared across other social media and you must assume that anything you publish anywhere will sooner or later reach the public domain. When you share content posted by others, remember that you may be giving tacit approval to opinions that could bring the Company into disrepute.

6. You should keep in mind when using Company Technologies that any messages or information sent (including via internet mailing systems such as Hotmail, Gmail accounts or social media sites such as Facebook, Twitter, LinkedIn etc.) are identifiable and may be traced to the Company. Therefore, personal use of such media should be kept to a minimum and any information contained in emails or messages sent via other systems should be accurate, appropriate and lawful and otherwise in accordance with Company policies as set out in this Handbook and elsewhere.
7. You should ensure that you do not post or submit any information and data which may be confidential, sensitive or inappropriate to social media websites. You must not post or use your business email address for such purposes nor post any material which may suggest a link with the Company.
8. You may not use any third-party e-mail systems (e.g., Hotmail or Gmail), messaging systems (eg WhatsApp, SnapChat) or social media sites (eg Facebook) to conduct Company business unless you have been granted express permission to do so e.g. as a part of your role.

This policy was adopted by the Governance Board on 28 September 2023 and will be reviewed every two years.