

## Social Media Policy

Right Staff Recruitment Limited actively encourage employees and representatives to engage with the company via social media. This may include sharing/liking posts or commenting on/engaging with discussions on a variety of related topics.

Employees or representatives of, whether engaged directly or via an umbrella company on a full time, part time, permanent or temporary basis, Right Staff Recruitment should not make any negative/derogatory comments or posts about RSR or any client of RSR on any social media platforms including but not limited to Facebook, Twitter, Google+ or LinkedIn.

Employees or representatives are also not permitted to make any post or comment which may bring into disrepute RSR or a client of RSR. This includes but is not limited to making such posts on the company's social media profile(s) or contacting other employees or representatives of these companies via social media to make such comments or posts.

Employees or representatives who feel that they have cause to make such comments should instead contact Right Staff Recruitment who will deal with any issues in the appropriate manner.

Right Staff Recruitment uses social media management software that flags up any posts concerning RSR or any client of RSR in order that this policy may be monitored.

If you feel that any post or comment by RSR own social media account(s) do not comply with this policy, then you should inform RSR who will escalate the issue in order that the appropriate action may be taken.

Employees or representatives of RSR who fail to comply with this policy may face disciplinary action up to and including termination of their working relationship with RSR.