



AQUARIUS VISION WORKS LLP

Social Media and Internet Use Policy Draft

1. Purpose

This policy outlines the acceptable use of social media and the internet to ensure that employees use these tools responsibly, professionally, and in line with the company's values, privacy requirements, and legal obligations.

2. Scope

This policy applies to all employees, contractors, and temporary staff who use social media platforms or access the internet while representing the company or using company resources.

3. General Guidelines

- **Compliance with Laws and Company Policies:** Employees must adhere to all applicable laws, including copyright, privacy, and intellectual property rights, and comply with company policies regarding conduct, confidentiality, and ethics.
- **Professional Representation:** Employees are representatives of the company. When posting or engaging on social media, employees should ensure their communication is professional, respectful, and does not reflect negatively on the company.
- **Company Resources:** The company's internet access and IT systems are primarily for business use. Limited personal use is permitted but must not interfere with work duties, consume excessive resources, or violate company policy.

4. Use of Social Media in Professional Capacity

- **Authorized Use:** Only employees authorized by the company can post on social media on behalf of the organization. All official communications must be reviewed by the marketing or communications team.
- **Company Accounts:** Employees managing official social media accounts must ensure that content is accurate, consistent with company branding, and aligned with the company's objectives.
- **Personal Accounts:** Employees must clarify when opinions expressed are personal and not those of the company. Do not use company logos or branding in personal social media profiles or posts unless authorized.

5. Use of the Internet at Work

- **Business Purposes:** Employees should use the internet for work-related research, communication, and tasks. Employees are expected to refrain from excessive personal use or accessing inappropriate content (e.g., gambling, pornography, hate speech).



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- **Monitoring:** The company reserves the right to monitor employees' internet use to ensure compliance with this policy. All activities carried out on company networks or devices may be subject to review.

6. Data Privacy and Security

- **Confidential Information:** Employees must not share confidential company information, trade secrets, customer data, or sensitive personal information online.
- **Security Protocols:** Employees must follow company security guidelines when using social media and the internet, including using strong passwords, updating software regularly, and avoiding suspicious links or websites.

7. Prohibited Conduct

- **Defamation and Harassment:** Employees are prohibited from using social media or the internet to harass, defame, or discriminate against colleagues, customers, or third parties.
- **Inappropriate Content:** Posting or sharing content that is obscene, violent, discriminatory, or otherwise offensive is prohibited.
- **Conflict of Interest:** Employees should avoid using social media to engage in activities that conflict with the interests of the company, such as promoting competing businesses.

8. Consequences of Policy Violation

Non-compliance with this policy may result in disciplinary action, including suspension or termination of employment, depending on the severity of the violation.

9. Policy Review

This policy will be reviewed annually to ensure it remains up-to-date with evolving legal standards and technological changes.

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