

SOCIAL NETWORKING POLICY

Business Scope

Provision of Civil, Electrical and Mechanical Services to the Commercial, Industrial and Public Sectors, within the UK. These services are coordinated through a head office complex and delivered in the field via skilled and trained operators. The laying of Asphalt Mixes by hand and machine in accordance with National Highways Sector Scheme 16.

General Statement of Intent

Social Networking is defined as sharing an individual's personal interests and emotions via an online forum with supposedly like-minded others. Common social networking sites include, but are not limited to, Facebook, LinkedIn, MySpace, Twitter and Bebo. This policy also applies to "blogging" which is defined as writing a personal online journal that is frequently updated and intended for general public consumption.

All Northavon Group Limited employees, subcontractors and agents are required to comply with the following policy items:

- Northavon Group employees and any other individuals working or acting for the company in any capacity must ensure that any comments published by them on any internet page which is accessible to the general public, do not make any derogatory comments or inferences about Northavon Group Limited, its employees or any other body or individual linked to the company.
- Failure to comply with this policy may result in disciplinary action including dismissal being taken if the company becomes aware of any comments made by an employee or agent of the company on any such public forum that may bring Northavon Group Limited, its employees, clients or agents into disrepute or may be regarded as offensive by a third party or other employee of Northavon Group Limited.
- Northavon Group Limited employees are responsible for any entries made on their personal sites or webpages. They must ensure that should any derogatory or defamatory comments be made about the company or any person within or linked to Northavon Group Limited including its clients and agents such comments are removed immediately.
- This policy also applies to photographic and other images. Employees must not publish on the internet any photographs of any individual or body connected with Northavon Group Limited without the express permission of the individual or organisation in question. Employees and agents of Northavon Group Limited shall not publish any images or photographs which may bring the company, its clients and supply chain into disrepute or which may otherwise be regarded as offensive.

This policy is reviewed and revised at regular intervals, not less than annually, to ensure that it is relevant, up to date and fit for purpose.

Signed:



Mike Clancy

Group Managing Director

9 January 2023