



Maxi Construction Limited

Social Media Guidelines

Maxi Construction recognises the benefits and opportunities that the use of social media can bring to the business. Social media channels used by the business to share news and information include LinkedIn and Twitter.

These guidelines apply to all employees, sub-contractors and suppliers, and cover all use and all forms of social media where there is potential impact on Maxi Construction Limited.

Guidelines

- Use common sense and common courtesy. Apply the same standards of conduct online as are expected offline.
- Be familiar with privacy settings of social networking platforms and ensure that these are appropriate for both content and intended audience.
- It is not permitted to disclose confidential information or post critical/derogatory comments about the Company, customers, suppliers or associated organisations or other offensive material.
- Employees are personally responsible for any content they use on social networking sites or enter in other ways into the Public Domain which results in them committing an offence, creating a personal or Company liability.
- Any images (including video) of Maxi Construction sites intended for use in social media posts must be approved by the Marketing Department.
- Do not post images where you or the company does not own the copyright or the source is unknown.

Please contact the Marketing Department for any further advice:

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