

Social Media Guidelines for Colleagues

As part of Team Hendy, you represent the company both at work and online.

We understand that your own social media profiles are personal to you, but it is important that you conduct yourself as professionally and respectfully on social media as you would do with customers and fellow colleagues in person.



Be responsible

Identify yourself as part of Hendy, but be sure to state that all views are your own, so your personal opinions are not misconstrued as the Group's. You are responsible for what appears on your social media accounts, and if you're ever unsure as to whether you should post something, it's often better not to share it.



Be aware

The internet is public – posts made, images shared and comments left can be passed on without your knowledge. If you've seen something online that you disagree with that relates to Hendy Group, please make the Marketing team aware by emailing marketing@hendy-group.com. We have a team in place to respond to negativity, so you don't have to.



Be careful

Sharing confidential or sensitive information is a serious offence. If you've seen something that shouldn't be public, contact the breach committee via breachcommittee@hendy-group.com and they will investigate accordingly.

Remember that you are an ambassador for Hendy at all times, even when you're online.



It's all about you.