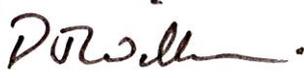




## Longcliffe Golf Club

### Use of Social Media Policy

Issued by:	Longcliffe Golf Club Management
Issued on: Effective from:	1 <sup>st</sup> December 2023 1 <sup>st</sup> December 2023
Author: Contact:	Adrian Wood <a href="mailto:manager@longcliffegolf.co.uk">manager@longcliffegolf.co.uk</a> Signature : 
Version:	1.0
Supersedes guideline issued on:	New policy
Applicable for / Distribution list:	All members All staff All visitors
Changes:	New policy
Approved:	Chairman of the Board Signature: 

#### Introduction

Members are reminded that the 'bringing the Club into disrepute' extends to the use of 'Social Media' (the internet, social networking sites, blogs etc.). Members are also reminded of their responsibility to act appropriately and professionally at all times when using these sites or platforms to discuss Club matters and are advised that you consider carefully whether what you say is appropriate. Where members decide to use these sites, they must not display or knowingly allow to be displayed on social media any information which could be considered to be confidential to the Club.

The following guidelines are intended to help determine acceptable standards when you are on line using social media and other related sites.

## **Clarification**

Members must ensure that any entries made on social networking sites such as Facebook, YouTube, Twitter, LinkedIn or blogs etc., both personal and business related, are appropriate and do not damage the reputation of the Club, its members, customers, suppliers, associates, freelancers or any employee. It should be remembered that that any business or personal usage that brings the Club, its members, customers, suppliers, associates, freelancers or any employee of the Club into disrepute is totally unacceptable and will be dealt with under the Club's Disciplinary Procedure.

All official Club accounts on any social media website may only be set up with written consent from either the Board of Directors or the General Manager. Only authorized members may use these accounts to post online and access to the account should be strictly limited.

You are fully responsible for what you post, whatever the situation or your state of mind. You must never use the Club's name, logo or other copyright material to promote your own ideas. You must not become involved in arguments or disagreements, in conversations or postings, relating to the Club, its members, customers, suppliers, associates, freelancers or any employee. If a member discovers these, they must report them to the Club's Office. At no time must a member make comments on social media about those individuals as detailed above which are unpleasant or inappropriate. Members must also not engage or be seen to endorse a group or comment made by another person which is unacceptable, as detailed in this policy.

Members must not make any comments about the Clubs employees that could constitute unlawful discrimination, harassment or bullying contrary to the Equality Act 2010. Members are reminded not to breach copyright belonging to the Club including the Club's logo.

It is of the utmost importance that we respect and value others and always show professionalism and integrity. Any disputes a member feels he has with the Club, its members, customers, suppliers, associates, freelancers or employees, should be addressed to the General Manager or the Chairman of the Board and the matter will then be dealt with according to the Club's internal processes.

If a member is approached with a complaint or a question regarding anything detailed in this policy, they must report this immediately to the Club's Office.

Failure to adhere to this policy may result in disciplinary action being taken, under the appropriate procedure, for the person concerned.