



Media Policy

Introduction

This policy applies equally across all Supreme Group businesses (hereafter, “the Company”).

Scope

This policy applies equally to all individuals employed by the Company, or individuals representing the Company including – but not limited to, approved 3rd party contractors and agency staff.

Purpose

The purpose of this policy to maintain the reputation of the Company at all times and to safeguard employees and / or those approved 3rd party individuals who may be operating on behalf of the Company.

The Company is committed to honest, open and transparent communication with the media without compromising commercial or employee confidentiality.

Policy

Employees are not permitted to contact the media to pass on information nor to express opinions in relation to any matter related to the Company, its business activities or its clients (or their business activities).

To do so would be a breach of this policy and could result in disciplinary action.

Any employee who is approached by the media (by whatever means) should refer details of the contact to their line manager without delay. All contact from media representatives must be directed to Head Office (without comment) where a Company Director will handle the enquiry.

Policy Review

This policy will be reviewed at least annually or sooner in light of any operational experiences.

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