

Employee Social Media Use Policy



This is a policy from 2020, reflective upon the COVID-19 pandemic, but the principles and strategies mentioned are still applicable for HR directors looking to implement a social media use policy for their team – adjust portions referencing telecommuting accordingly.

1. PURPOSE

The purpose of this policy is to outline acceptable and unacceptable use of any computer equipment and other technology by all “employees” (as defined below) of XYZ Company (“XYZ”) as such use relates to blogs and/or social networking websites. These rules and restrictions herein are in place for the protection of XYZ and its employees, clients and customers.

2. SCOPE

• 01 Who This Policy Covers

This Policy applies to all permanent, probationary and temporary employees; contractors; consultants; and other workers at XYZ, collectively referred to as “employees.”

• What This Policy Covers

For purposes of this Policy, “social networking” refers to online interactions with individuals of common interests via chat, messaging, video, file sharing, blogs, texting, Twitter messaging, email, discussion groups and other methods on external social networks, including but not limited to sites open to all web users such as Facebook, MySpace and Bebo.

3. PROHIBITED & RESTRICTED USES

• 01 XYZ Ownership of Computer Equipment

All equipment and technology purchased or leased by XYZ (regardless of its location) that is accessed by its employees, including without limitation, computers, internet access, PDAs, is intended for work-related use only. Employees may not use any XYZ equipment or technology for personal purposes, including, but not limited to,

maintaining, accessing or using a personal blog or social networking website.

- **No Social Networking during Work**

While at the workplace during work hours, employees are expected to be working, not handling personal matters. Employees must keep their outside interests and activities, including, but not limited to, the maintenance, access or use of a personal blog or social networking website, outside the workplace.

- **No Negative Communications on Social Networks:**

Employee social networking communications, including, but not limited to, postings on blogs and social networking websites, must not negatively impact XYZ's reputation or standing in the community. Any communications that are insulting, demeaning, or offensive to XYZ, its employees, customers, clients or affiliates or that XYZ otherwise deems harmful or damaging are a violation of this Policy.

- **No Publication of Private or Confidential Information**

Employee social networking communications must not include any information which XYZ deems is a trade secret or other sensitive or confidential information related to XYZ, its customers, clients or affiliates.

- **Social Networking Subject to Other HR Policies**

The content of employees' social networking communications must comply with all XYZ policies, including, without limitation, the Code of Conduct and any policies related to discrimination and harassment in the workplace.

4. POLICY VIOLATIONS

Any employee who violates this Policy will be subject to disciplinary measures up to and including dismissal in accordance with XYZ policies and procedures and the terms of applicable collective agreements.

5. ACKNOWLEDGEMENT

I hereby acknowledge that I have received, read and understood this Policy and promise not only to follow it in all key respects but also help to enforce it by reporting to my supervisor or the XYZ HR manager any or potential violations committed by other persons that I become aware of.

Name: _____

Signature: _____

Date: _____

Acknowledgement of COMPANY Right to End Telecommute Arrangement

Requiring telecommuters to return to work can expose you to liability for constructive dismissal if telecommuting is a fundamental condition of the employee's employment. If you've given employees an express right to telecommute via contract or written agreement, you'll have to negotiate to get the employee to come back. The danger to avoid is bestowing that right implicitly by your promises and actions in

allowing the employee to telecommute. One way to do that is to add clear language to your [telecommuting policy](#) making it clear that telecommuting isn't a right but a privilege that you can revoke at any time and for any reason. If that ship has already sailed, consider providing notice to that effect to employees who are telecommuting to preclude them from suing for constructive dismissal when you later ask them to return. Here's model language you can adapt, preferably with the advice of legal counsel.

Dear Employee:

Introduction: This notice provides important clarification of your right to continue working from home or other remote location away from ABC Company offices and how and when your telecommuting privileges may end.

Telecommuting Is a Temporary Privilege: Under normal HR policy, all employees are required to perform their job duties at ABC Company facilities. However, during the COVID-19 pandemic, ABC Company heeded public health guidelines by allowing certain employees whose physical presence was not integral to operations to telecommute, in accordance with public health guidelines. Permission to telecommute is and remains a privilege granted by ABC Company at its sole discretion on a temporary basis as a health and safety measure.

As a condition for being allowed to telecommute, you acknowledged your understanding that telecommuting is not and was not intended to be an employment right or a fundamental part of your employment contract and that ABC Company reserves the right, at its sole discretion, to end your telecommuting privileges at any time and for any reason, upon providing you reasonable advance notification.

Current Telecommute Arrangement: *[Explain the details of how the employee got permission to telecommute, how long the arrangement has lasted and the policy or agreement, if any, on which the arrangement is based.]*

Reminder: Although we are not currently ending your telecommuting privileges, we want to remind you that we reserve the right to do so in accordance with your performance, the current public health situation or any other factor, circumstance or situation arises that ABC Company judges as warranting the requirement that you stop working from home and return to Company offices.

Request for Acknowledgement: Please sign and date this below and send a signed and returned copy to *[instructions]*.

Employee Name: _____ Date: _____

Signature: _____