

# Off-Duty Social Networking Policy



- **POLICY**

All ABC Company personnel shall use computers, computer applications, computer programs, Internet resources and network/Internet communications in a responsible, professional, ethical, and lawful manner. Although it might occur while employees are off-duty, such conduct may have a direct and immediate impact on ABC Company, its business operations, reputation, personnel, and clients. This Policy is intended to guide employees conduct when using social networking venues.

- **POLICY REVIEW**

This Policy will be reviewed by [*list appropriate position*] on an annual basis to ensure that it is legally sound and reasonably enforceable.

- **POLICY TRAINING**

All full-time employees, administrative staff, support personnel, student interns and volunteer staff must become familiar with and comply with the provisions of this Policy and will receive training and notification pertaining to this Policy by in-service training, internal mail, email, and/or occasional network log-on reminders.

- **DEFINITION OF “SOCIAL NETWORKING”**

“Social networking” for purposes of this Policy means social network sites that use Internet services to allow individuals to construct a public or semi-public profile within that system, define a list of other users with whom they share some connection, and view and access their list of connections and those made by others within that system, including but not limited to blogs, networking sites, photo sharing, video sharing, microblogging, podcasts, as well as comments posted on the sites.

- **SELF-IDENTIFICATION**

Employees may identify themselves as employees of ABC Company. However, if they do their actions are reflective of ABC Company and must conform to the Company's general internet use policy.

If the employee identifies his/her employment with Company ABC, he/she assumes the responsibility to represent the Company in a professional manner from that period forward. Such self-identifying employees will also, at a minimum, post on their social networking sites a disclaimer that make it clear that the opinions expressed are solely those of the employees and do not represent the views of Company ABC.

- **DUTY TO PROTECT CONFIDENTIAL INFORMATION**

Employees must take proper care not to purposefully or inadvertently disclose any information that is confidential or sensitive as set out in Company ABC's privacy and other policies. Employees will also honour the privacy rights of our current employees by seeking their permission before writing about or displaying internal worksite happenings that might be considered to be a breach of their privacy and confidentiality.

- **COMPLIANCE WITH HOSTS' TERMS OF SERVICE**

Social networking sites require that users, when they sign up, agree to abide by a terms of service (TOS) document. ABC Company employees are responsible for reading, knowing, and complying with the TOS of the sites they use. For example, most TOS agreements prohibit users from giving false names or other false information.

- **COMPLIANCE WITH COPYRIGHT LAWS**

Employees shall at all times comply with the law in regard to copyright/plagiarism.

- **COMPLIANCE WITH INTERNET USE POLICY**

Employees must comply with the Company ABC Internet use policy and recognize that all time and effort spent on their personal site should be done on their personal time and should not interfere with their job duties.

- **DISCIPLINARY ACTION**

Any employee who violates this Policy will be subject to disciplinary action up to and including termination.