

Document Number:	HRP- 403
Effective Date: 6-2016	Page 1 of 3
Last Review Date: 9-2017	

Social Media

Human Resources Policy- #403

Policy:

At XXX, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for XXX and for all XXX and XXX social media. Managers and supervisors should use the supplemental Social Media Management Guidelines for additional guidance in administering the policy.

Social Media Management Guidelines:

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with XXX, as well as any other form of electronic communication. The same principles and guidelines found in XXX policies and three basic beliefs apply to your activities on-line. Ultimately, you are solely responsible for what you post on-line. Before creating on-line content, consider some of the risks and rewards that are involved.

Know and follow the rules

Carefully read these guidelines and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including termination.