

October 2021

Internet Social Networking Policy

Policy Statement

The setting recognises and accepts that its employees may keep personal web logs (blogs) on the internet and that internet social networking sites are a useful way of interacting socially with colleagues and friends. While the setting does not wish to discourage employees from accessing such sites on the internet, nonetheless it expects certain standards of conduct to be observed to protect both its legitimate business interests and its employees from the dangers of inappropriate use. This policy applies both inside and, in certain circumstances, outside the workplace.

Procedure

In the Workplace

- Employees must not access social networking sites during working hours.
- Employees must make it clear when posting information or comments on the corporate social networking site that any personal views which are expressed do not represent those of the setting.
- Employees must not post information on a social networking site which is confidential to the setting, parents or children.
- Employees must refrain from making reference on a social networking site to the setting, its employees, parents or children.
- Employees must not post entries on the corporate social networking site/a social networking site which are derogatory, defamatory, discriminatory or offensive in any way, or which could bring the setting into disrepute.
- Employees should be aware that blogs may create documents which the courts can order to be disclosed for use in litigation. Consequently, employees will be assumed to have written any contentious items unless they can prove definitively that they have not done so.
- The setting will monitor its IT systems as is deemed necessary in order to prevent inappropriate usage. Hard copy of blog entries will be used in any disciplinary proceedings.

Outside the Workplace

- Employees must not make reference to the setting, its parents, children or its employees on social networking sites.

- Offensive, defamatory or inappropriate comments about the setting, its parents, children or any of its employees that employees write on social networking sites will not be tolerated.
- Employees must not make discriminatory or offensive comments about work colleagues on social networking sites.
- Employees must not divulge confidential information about, or belonging to, the setting, its parents or children on social networking sites.

Disciplinary Action

- Employees whose conduct breaches this policy in any way will be subject to disciplinary action in accordance with the setting's disciplinary procedure up to, and including, dismissal.
- Any blog entries made inside or outside the workplace that are defamatory, derogatory, or discriminatory about the setting, its parents, children or employees will be investigated as gross misconduct. If substantiated, such conduct may lead to summary dismissal after the due process of the setting's disciplinary procedure has been followed.