



## **Terms and Conditions**

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### **Policy Regarding Use of Social Media by Employees of XYZ Company**

*Adapted from Texas Business Today, Spring 2009*

While XYZ Company encourages its employees to enjoy and make good use of their off-duty time, certain activities on the part of employees may become a problem if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile working environment for any employee; disrupting the smooth and orderly flow of work within the company; directly or indirectly disclosing confidential or proprietary information; or harming the goodwill and reputation of XYZ Company among its customers or in the community at large. In the area of social media (print, broadcast, digital, and online), employees may use such media in any way they choose as long as such use does not produce the adverse consequences noted above. For this reason, XYZ Company reminds its employees that the following guidelines apply in their use of social media, both on and off duty:

1. If an employee publishes any personal 1. information about themselves, another employee of XYZ Company, a client, or a customer in any public medium (print, broadcast, digital, or online) that:

- a. has the potential or effect of involving the employee, their co-workers, or XYZ Company in any kind of dispute or conflict with other employees or third parties;
- b. interferes with the work of any employee;
- c. creates a harassing, demeaning, or hostile working environment for any employee;
- d. disrupts the smooth and orderly flow of work within the office, or the delivery of services to the company's clients or customers;
- e. harms the goodwill and reputation of XYZ Company among its customers or in the community at large;
- f. tends to place in doubt the reliability, trustworthiness, or sound judgment of the person who is the subject of the information; or
- g. reveals proprietary information or XYZ Company trade secrets;

the employee(s) responsible for such problems will be subject to counseling and/or disciplinary action, up to and potentially including termination of employment, depending upon the circumstances.

2. No employee of XYZ Corporation may use company equipment or facilities for furtherance of non-work-related activities or relationships without the express advance permission of (designated member of management).
3. Employees who conduct themselves in such a way that their actions and relationships with each other could become the object of gossip among others in the office, or cause unfavorable publicity for XYZ Company in the community, should be concerned that their conduct may be inconsistent with one or more of the above guidelines. In such a situation, the employees involved should request guidance from (a designated member of management) to discuss the possibility of a resolution that would avoid such problems. Depending upon the circumstances, failure to seek such guidance may be considered evidence of intent to conceal a violation of the policy and to hinder an investigation into the matter.
4. Should you decide to create a personal blog, be sure to provide a clear disclaimer that the views expressed in the blog are the author's alone, and do not represent the views of XYZ Company.
5. All information published on any employee blog(s) should comply with XYZ's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other social networking sites, blogs and forums.
6. Be respectful to XYZ Company, co-workers, customers, clients, partners and competitors, and be mindful of your physical safety when posting information about yourself or others on any forum. Describing intimate details of your personal and social life, or providing information about your detailed comings and goings might be interpreted as an invitation for further communication - - or even stalking and harassment that could prove dangerous to your physical safety.
7. Social media activities should never interfere with work commitments.

8. Your online presence can reflect on XYZ Company. Be aware that your comments, posts, or actions captured via digital or film images can affect the image of XYZ Company.
9. Do not discuss company clients, customers or partners without their express consent to do so.
10. Do not ignore copyright laws, and cite or reference sources accurately. Remember that the prohibition against plagiarism applies online.
11. Do not use any XYZ Company logos or trademarks without written consent. The absence of explicit reference to a particular site does not limit the extent of the application of this policy. If no policy or guideline exists, XYZ Company employees should use their professional judgment and follow the most prudent course of action. If you are uncertain, consult your supervisor or manager before proceeding.