

## Contracts & Policies

# Social Media Policy

PLEASE NOTE: Use of this policy is subject to the [HR Response terms & conditions](#)

### Document for:

Employees



### Other staff

e.g. consultants, contractors,  
casual and agency staff.



Volunteers



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## SOCIAL MEDIA POLICY

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[This Policy does not form part of any contract of employment or terms of engagement and it may be amended at any time. The organisation may also vary any parts of this Policy including any time limits.]

[This Policy covers all individuals irrespective of their status, level or grade including all employees, managers, directors, officers, consultants, contractors, casual and agency staff and volunteers (collectively referred to as **staff** in this Policy). ]

[This Policy has been [agreed **OR** implemented following consultation] with the [NAME OF TRADE UNION **OR** WORKS COUNCIL **OR** STAFF ASSOCIATION].]

[References to 'You' or 'Your' refer to any employee to whom this Policy applies.]

## INTRODUCTION

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This policy deals with the use of all forms of social media (including Facebook, LinkedIn, Twitter, MySpace, YouTube, Flickr, Instagram, blogs and all other internet postings).

Using social media could affect the organisation's information and resources (i.e. equipment, staff time, colleague and other business relationships etc) in all the following circumstances :

- Business use.
- Personal use.
- During core office hours.
- Outside core office hours.
- Using our IT facilities and equipment.
- Using your own IT equipment.
- Policy details

## 1. Why do we need this policy?

Inappropriate use of social media poses risks to:

- The reputation of the organisation, its staff, suppliers and customers/clients.
- The safety and wellbeing of staff (particularly with regard to harassment and equal opportunities).
- Confidential information.
- The safety and security of the IT and communications network and equipment.
- Compliance with legal obligations.
- Staff efficiency and productivity.

## 2. The consequences of breaching this policy

The effects of misusing social media could be catastrophic to the organisation and its people, so any breaches of this policy will be treated very seriously.

Breach of this policy may result in disciplinary action (up to and including dismissal) or, in the case of non-employed staff, the termination of their contract or other appropriate sanction.

Disciplinary action may be taken regardless of whether the breach is committed during working hours or whether the organisation's equipment or facilities were used.

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