## COMPUTER USE & APPROPRIATE SOCIAL MEDIA CONDUCT POLICY

[Organization Name] supports the appropriate use of computers, technology, and social media by our employees. This policy outlines the terms for the appropriate use of computers, email, and the internet at work. In addition, this policy provides guidelines concerning the appropriate use of social media by our employees, both while at work and outside of work hours and activities. While [Organization Name] respects the privacy and personal lives of our employees, our employees remain representatives of the company outside of work. As such, this policy provides for the necessary guidance to make employees aware of their responsibility to maintain a positive image of the organization.

SCOPE

This policy applies to all employees, volunteers, students, interns and other authorized organizations or individuals who represent the organization.

PROCEDURES

**Appropriate Use of Computers, Email and Internet**

Employees are expected to use company computers, email, and technology and access the internet for employment purposes only. Employment purposes refer to duties required as outlined in the employment agreement, job description or as directed by the organization. Limited, occasional or incidental use of the organization's network for personal activities is acceptable, provided the privilege is not abused.

Employees may use company computers, and technology and access the internet for appropriate personal use during designated breaks, lunch and off-work times. Any activity that reflects negatively on the organization, poses a danger to the equipment, organization or others or conflicts with [Organization Name] policies will not be permitted (refer to Section, Restrictions – Internet and Social Media).

Restricted comments and/or behaviours may lead to discipline, up to and including termination, and could lead to criminal or civil action against an employee.

Employees are responsible for the use and security of the company computer, including email accounts, and/or technology assigned to them. Employees should use appropriate passwords and protections and ensure their computer is secured when unattended.

**Restricted Use – Company Computers, Email and Internet**

* Any personal use during work time, including personal emails, unless otherwise authorized to do so.
* Internet sites which are deemed to be inappropriate will not be permitted to be accessed and will be subject to discipline. Examples are pornographic websites, blocked websites, potentially harmful websites, etc.
* Company email must only be used for employment purposes. Emails will only be sent or received to and from people as required for employment purposes.
* The company email is subject to the organization’s policies, including Workplace Violence, Harassment and Discrimination, Appropriate Workplace Conduct and Confidentiality.
* If an inappropriate email or link is received, it must be deleted immediately, and the email must be reported if sent internally. If the email is forwarded, you will be subject to appropriate discipline.
* Downloading files, music, videos, pictures, etc. is not required for employment purposes.
* Conducting unapproved business for any alternate sources of employment, compensated or otherwise, or for any home-based business at any time.
* Shall not install or run security programs or utilities unless specifically instructed to do so.
* Employees must comply with copyright and licensing restrictions on any information which has been downloaded or is protected by the organization.
* Employees are prohibited from using protected materials (copyright material, branding and/or logo(s)) without prior express written permission.
* Allowing others who are not authorized users to access and utilize company equipment or software.

*Please note: The employer reserves the right to monitor employee company emails and computer use, which includes internet use.*

**Social Media**

Social media refers to forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content. Examples include but are not limited to: Facebook, LinkedIn, Twitter, Instagram, etc.

Employees are representatives of the company both during and outside of work hours. As such it is a condition of employment that employees represent themselves and the company professionally. It is understood that social media is a medium to exchange information. As such, employees will be held accountable for what is written, portrayed or displayed on social media. This is the case whether it be during or beyond work hours or activities.

Restricted comments and/or behaviours may lead to discipline, up to and including termination, and could lead to criminal or civil action against an employee.

Employees are responsible for the use and output of their computers, email accounts and personal social media accounts. Social media content will be deemed to be that of the registered user/owner of the account and appropriate consequences will follow accordingly. Employees are encouraged to use appropriate passwords and protections and ensure their social media accounts are secure.

*Where a staff member publicly associates with the company, all materials associated with their social media activity may reflect on the company. The terms of this policy apply.*

**Restrictions – Social Media**

Any comments and/or behaviour that are deemed to constitute discrimination, harassment, sexual harassment or workplace violence, as outlined in the organization’s Workplace Violence, Harassment and Discrimination Policy.

Inappropriate comments or displays, disrespectful conduct about or towards the organization, another employee, client, or someone affiliated with the organization, as outlined in the organization’s Workplace Conduct Policy.

Any other comments, displays or behaviours that would reflect, or ought to reasonably have known to reflect negatively on the organization, another employee, client or someone affiliated with the organization.

Should the employee affiliate themselves with the organization on social media, any comments made will be required to include a disclaimer stating that any opinions expressed are the employee’s own and do not represent the company's positions, strategies, or opinions (this may be done via a general disclaimer on their social media outlet or page).

The employee must not speak on behalf or represent the organization in any way, release or disclose internal, confidential, or proprietary information of any kind, without express written authorization from the organization.

Employees must comply with copyright and licensing restrictions on any information which has been downloaded or is protected by the organization.

Employees are prohibited from using protected materials (copyright material, branding and/or logo(s)) without prior express written permission.