



SOCIAL NETWORKING POLICY & PROCEDURE

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More and more employees use social networking sites such as Facebook and Twitter.

You need to be aware of the risks involved in using these sites whether at work or outside of work and what could be classed as 'inappropriate behaviour' whilst using these types of sites.

You should not access social networking sites at work and should be mindful of your conduct when using the sites outside of work. You should not accept an offer to be a service user/family member's 'friend' on Facebook. This would breach the SSSC Codes of Practice.

For example, comments can be posted on Facebook where millions of people can potentially view them if security settings are not altered so that 'friends' only can see their profiles. You may not have fully considered the implications. Many employees will have Facebook friends who are also colleagues.

Examples would be: where a breach of confidentiality about a service user is posted on the site; inappropriate comments damaging ELCAP's reputation as a care provider or discriminatory or abusive remarks are made about service users/colleagues.

Social networking sites are considered public and inappropriate postings will be dealt with under the terms of this Disciplinary Procedure.