# POLICY ON USE OF SOCIAL MEDIA

<Business name> acknowledges its employees, contractors and sub-contractors have the right to contribute content to public communications on websites, blogs and business or social networking sites. However, inappropriate behaviour on such sites has the potential to cause damage to <Business name >, as well as its employees, clients, business partners and/or suppliers.

For this reason, all employees, contractors and sub-contractors of <Business name > must agree to not publish any material, in any form, which identifies themselves as being associated with <Business name> or its clients, business partners or suppliers.

All employees, contractors and sub-contractors of <Business name > must also refrain from posting, sending, forwarding or using, in any way, any inappropriate material including but not limited to material which:

* has the potential to bring <Business name > into disrepute;
* gives away or discusses confidential information;
* could be viewed as derogatory towards or disparaging of workmates, customers, and/or suppliers;
* undermines effectiveness or productivity at work (e.g., through excessive use).

All employees, contractors and sub-contractors of <Business> must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of employment or (for contractors and sub-contractors) the termination or non-renewal of contractual arrangements.

For the purposes of this policy, the following definition applies:

**Social Media** includes all internet-based publishing technologies and all forms of Social Media including, but not limited to, networking sites (i.e. Facebook, LinkedIn), video and/or photo sharing websites (i.e. YouTube, Flickr), business/corporate and personal blogs, micro-blogs (i.e. Twitter), chat rooms and forums.