



# Goole Town CC Social Media Policy

## 1. Scope and Purpose of the Policy

- a. This policy deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter, Wikipedia, all other social networking sites and all other internet postings, including blogs.
- b. It applies to the use of social media for both business and personal purposes, whether during office hours or otherwise. The Policy applies regardless of whether the social media is accessed using the Club's IT facilities and equipment or equipment belonging to members of staff.
- c. Any breach of this policy may result in disciplinary action in line with the Disciplinary Procedure. Disciplinary action may be taken regardless of whether the breach is committed during work hours and regardless of whether the Club's equipment or facilities are used for the purpose of committing the breach. Any member of staff suspected of committing a breach of this policy will be required to co-operate with an investigation.
- d. Staff may be required to remove internet postings which are deemed to constitute a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.

## 2. Compliance with related policies and procedures

- a. Social media should never be used in any way, either online or otherwise, that would breach any of the Club's other policies. Staff are prohibited from using social media to:
  - Breach the Club's Information Security Policy
  - Breach the Club's obligations in relation to the rules of relevant regulatory bodies
  - Breach the Club's obligations in relation to confidentiality
  - Harass or bully other staff in any way
  - Unlawfully discriminate against other staff or third parties
  - Breach any other laws or ethical standards; for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself or by making misleading statements

## 3. Staff and members who breach any of the above policies, rules or standards may be subject to disciplinary action up to and including dismissal.