

Company Name

Social media policy template

This document sets out the Company's policy on the use by its employees and workers of social networking sites such as Facebook, Bebo, Myspace and others.

The Company acknowledges that online social networking sites are an important part of many people's lives and useful ways to keep in touch.

The Company respects its employees' and workers' right to a personal life but to protect the Company from breaches of commercial confidentiality or damage to its reputation through the way in which employees and workers conduct their personal lives, the Company has this policy so that employees are aware of the reasonable conduct which is expected of them in their private lives online.

Employees and workers should bear in mind that depending on the nature of the posting and their security setting, it is possible that the posting can be read by anyone, anywhere in the world and it may be accessible for some time afterwards.

It is accepted that employees and workers may want to talk about the Company. However, if the Company is brought into disrepute this could constitute misconduct or gross misconduct and may result in disciplinary action including dismissal without notice.

The following will be deemed as unacceptable behaviour which could constitute misconduct or gross misconduct and which may result in disciplinary action including dismissal without notice:

- publishing defamatory and/or knowingly false material about the Company, an employee's colleagues and/or the Company's customers on social networking sites
- disclosing confidential information relating to the Company, work colleagues or horses either at the yard or previously at the yard
- disclosing any information which could comprise "inside information" under the British Horseracing Authority's rules of horseracing

This list is not exhaustive but is an example of behaviour which would be deemed to be unacceptable conduct and which may result in disciplinary action against you.

If talking online on a social networking site about other employees or clients (owners of horses in the yard) their privacy and feelings must be respected. If a complaint is received from another employee or a client about a posting made by an employee, then this will be investigated and if the posting is deemed to be unacceptable, then disciplinary action against the employee making the posting may result.

Employees must obtain the permission of work colleagues before posting pictures of them and must obtain the permission of the Company before posting pictures of horses that are in training or otherwise kept at the Company's stables.

If any employee has concerns that someone has made contact with them on line because they are aware that the employee may have information which could give them an unfair advantage (inside information) then please raise your concerns with [].

If an employee has any concerns or grievances relating to his or their employment these can be raised through the Company's grievance procedure a copy of which is available on request and it is not appropriate to raise such concerns on a social networking site.

If an employee is uncertain as to what may constitute "Inside Information" or confidential information then the employee should ask for advice.

If an allegation of online bullying is made to us by an employee in respect of social media postings by another employee, we will investigate such allegation and deal with it in line with the NTF/NASS dignity at work policy.

The Company may ask an employee to remove a post which it considers to be inappropriate and if the employee fails to comply with a reasonable request that could result in disciplinary action.

Where disciplinary action is mentioned in this policy such disciplinary action will be in line with the Company's disciplinary policy and such action could result in disciplinary action ranging from a verbal warning to dismissal including dismissal without notice in the case of gross misconduct.

This policy is non-contractual.