



PERSONAL BLOGS, FACEBOOK & WEBSITES POLICY

This policy applies to content that you publish on the internet (e.g. your contributions to blogs, message boards and social networking sites e.g. Facebook & Twitter) even if created, updated, modified or contributed to outside of working hours or when using personal IT systems.

The HSCC recognises that in your own private time you may wish to publish content on the internet and social networking sites. Such activities are clearly prohibited during work hours or using HSCC computers.

If you post any content to the internet, written, vocal or visual, which identifies, or could identify, you as a member of HSCC staff and/or you discuss your work or anything related to the Club or its business, customers or staff. The HSCC expects you, at all times, to conduct yourself appropriately and in a manner, which is consistent with your contract of employment.

If a blog posting clearly identifies that you work for HSCC and you express any idea or opinion then you should add a disclaimer such as "these are my own personal views and not those of the HSCC

The following matters will be treated as misconduct, resulting in either a first and final warning or instant dismissal:

Revealing confidential information about the Club in a personal online posting. This might include revealing information relating to clients, business plans, policies, staff, financial information or internal discussions. Consult your Manager if you are unclear about what might be confidential.

Criticising or embarrassing the HSCC, its clients or its staff in any public forum including; blogs, message boards and social-networking sites. You should respect the reputation of the Club and the privacy and feelings of others at all times. If you have a genuine complaint to make about a colleague or workplace matter the correct procedure is to raise it with your Manager.

Accessing or updating a personal blog, Facebook page or website using Club computers, or during work hours is strictly not permitted. This includes access on mobile phones.

If you think that something on a blog, Facebook page or a website raises a conflict of interest and in particular concerns issues of confidentiality, you are required to discuss this with your manager.

If someone from the media or press contacts you about your online publications that relate HSCC you should talk to your manager before responding.

Please note that this policy may be reviewed or changed at any time. You will be alerted to important changes and updates via your manager.

Employee signature: _____

Date: / /

Employee name: _____