

INTERNET AND SOCIAL MEDIA POLICY

Durham College Students Inc.
(hereinafter the “**Corporation**”)
INTERNET AND SOCIAL MEDIA POLICY
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Effective Date: December 1, 2017	Last Review Date: December 1, 2017
Approved by: Board of Directors	Executive Responsible: President

ARTICLE I: POLICY STATEMENT

1.1 The Corporation is committed to the usage of internet and social media tools in disseminating information to its Membership (as defined below).

ARTICLE II: PURPOSE

2.1 This policy outlines the standards the Corporation requires Employees to observe when using social media and the circumstances in which the Corporation will monitor the Employee's' use of social media.

ARTICLE III: APPLICATION

3.1 This Policy applies to all Employees of the Corporation.

ARTICLE IV: DEFINITIONS

4.1 Any definition not defined herein shall have the meaning assigned to it in the Durham College Students Inc. Workplace Health and Safety Policy.

ARTICLE V: COMPUTER AND INTERNET

5.1 Corporation's information systems includes computers, cellphones, smart phones and tablets owned by Corporation and provided to employees in the course of their employment to assist them in performing their duties.

5.2 This policy applies to all employees of Corporation, and should be read and used in conjunction with Part I of the Corporation's Policy Manual and the employee's employment contract.

5.3 Employees are responsible for keeping passwords to the Corporation's information systems confidential, except as required to be provided by Corporation or by law.

5.4 Employees will have no expectation of privacy in data sent, received or stored on Corporation's information systems. Employees will have no expectation of privacy for any personal information employees choose to store on Corporation's information systems.

5.5 The Corporation is not responsible for the loss of any personal data employees choose to store on Corporation's information systems. All information received, stored, created or sent through Corporation's information systems and networks is the property of the Corporation

5.6 Conduct when using the Corporation's information systems and the Internet:

5.6.1 Receiving, storing, viewing, creating or sending any information, material or publication that is illegal is prohibited.

5.6.2 Do not disparage, harass, belittle or bully other Corporation employees using email, the Internet, social media, or any other technological means.

5.6.3 Viewing, receiving, storing, creating or sending pornographic materials on Corporation information systems or through Corporation's networks is prohibited.

5.6.4 Any other material that is offensive or objectionable in any way is prohibited from being received, stored, created or sent using Corporation's information systems or networks.

5.7 While the Corporation does not forbid the personal use of the Internet during working hours, employees should keep personal use to a minimum. Corporation may discipline employees, up to and including termination of employment, for excessive use of the Internet during working hours.

5.8 Employees' use of Corporation's information systems and the Internet may be monitored from time to time for various business reasons. Information collected through such monitoring may be disclosed for legitimate business purposes or as required by law.

5.9 Corporation may block access to Internet sites at its discretion.

5.10 A violation of this policy may result in discipline, up to and including termination of employment.

5.11 Please contact the General Manager if you have any specific questions that are not addressed in this policy.

ARTICLE II: Social Media

6.1 This Article is designed to provide guidelines on the use of social media and to ensure that expectations surrounding the use of social media are understood throughout the organization.

6.2 Employees shall contact the General Manager if they have any specific questions that are not addressed in this Policy.

6.3 Social media is a term used to describe interactive online tools and publications that allow users to communicate and share information, and includes Facebook, Twitter, YouTube, blogs, wikis, message boards, conversation pages, podcasts, emails and texts. This list is not exhaustive, and includes all other social media that falls within the above general definition.

6.4 This policy is not restricted to the use of social media from Corporation's information systems. The policy covers all social media use, including use on employees' personal time on information systems other than the Corporation's information systems.

6.5 Conduct when using social media:

6.5.1 You are personally responsible for all content you publish online, including all content published on public and more restricted social media tools.

6.5.2 Become familiar and comply with the terms of use of each website used by you for social networking purposes.

6.5.3 Use discretion when posting any information online. Although you may be using your personal social media account, co-workers, customers and suppliers may be on your contact list. Never disclose any commercially sensitive or private company information, even if you do not identify yourself as an Corporation employee.

6.5.4 Think before you post. Remember that what you post may remain online forever, and may therefore have future implications for you personally and in your role as a Corporation employee.

6.5.5 Remember that your post may be re-posted by others. What you post can quickly be disseminated to a large audience.

6.5.6 Ensure that your posts are not in violation of any laws, including copyright, human rights and privacy laws, or in violation of your employment contract or any Corporation policies.

6.5.7 If you identify yourself as an Corporation employee, use a disclaimer stating that the views in your posts are your own and not Corporation's.

6.5.8 Respect your audience. Do not use obscenities, insults, racial slurs, sexist comments, bullying and derogatory language or any language that would be unacceptable to use at work.

6.5.9 Do not publish any content that would affect Corporation's reputation and business interests. Employees will be disciplined, up to and including termination of employment, for making any statements that may affect Corporation's reputation or business interest,

including defamatory, libelous or harassing statements about Corporation, Your Co's business, Corporation's customers or other employees.

6.6 While Corporation does not forbid the personal use of social media during business hours, employees should keep personal use to a minimum as it may interfere with performance or effectiveness of work. Corporation may discipline employees, up to and including termination of employment, for excessive use of the Internet and social media during working hours.

6.7 Employees' use of social media may be monitored from time to time for various business reasons. Information collected through such monitoring may be disclosed for legitimate business purposes or as required by law.

6.8 A violation of this Policy may result in discipline, up to and including termination.