



Name	HR07 Social Networking Policy
Policy Type	Administrative Policy
Responsible Officer	Chief Executive Officer
Approval Date	20/10/2015
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1 Purpose

This policy explains Council's expectations in relation to social networking.

2 Principles

The objectives of this policy are:

- To ensure social networking is properly balanced and appropriate in the circumstances.
- To ensure the rules relating to social networking are applied consistently across Council.

3 Definitions

For the purposes of this Policy, the following definitions apply:

Social Networking	'Social networking' refers to the interactions which occur amongst employees, between employees and their family, friends and community and between Council and its employees in person or via technology.
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4 Policy Statement

- 4.1 Council understands that social networking helps employees build relationships at work and fosters energy, harmony and a strong team culture. However, as with any activity that we undertake, there is a time and place for social networking and some guidelines are provided below.
- Social networking must not interrupt or distract the work of others employed or engaged by Council.
 - Employees are reminded of their obligation to protect the Employer's confidentiality and intellectual property in relation to all business affairs. Information provided to third parties without prior written approval from Council will result in disciplinary action.
 - Be aware that with social media it is nearly impossible to retract what you have done, and that current employment law in Australia takes into account behaviour of employees and employers within social media.
- 4.2 Social networking using your personal or business mobile phone is prohibited during ordinary working hours other than:
- During your meal or rest break
 - Where you are approved to undertake such duties as part of your job description
- 4.3 Social networking using a computer or laptop or any other computer-like device where it impacts on your ability to carry out your job, as assessed by management, is not permitted except:
- Where you are approved to undertake such duties as part of your job description

- Where you have the pre-approval of your manager. Any such approval will detail the form of the communications that may be permitted

4.4 Social networking in person with work colleagues, company clients and other guests to the workplace is not to negatively impact the workplace, or the performance of your role.

4.6 Anti-Discrimination Bullying and Harassment in relation to social networking
Council has a zero tolerance policy toward behaviour that may be considered by another person as discriminatory, bullying or harassing.

4.6.1 It is very important to ensure that, during social networking, your conduct and conduct directed toward you is appropriate. Council urges all employees to consider the best interests of the person with whom they are communicating and interacting to ensure that such communication and conduct is appropriate at all times.

4.6.2 Should an employee feel that inappropriate behaviour has occurred toward them, the conduct must be reported to the Employer using Council's grievance and dispute resolution procedure.

4.6.3 Employees who believe they have witnessed or experienced inappropriate behaviour should report the matter to a member of the Management Team. Any information provided will be treated as confidential.

4.6.4 Breaches of this policy shall be dealt with via Council's Discipline Procedure and cases of serious misconduct may result in dismissal.

5 Associated Documents

Litchfield Council Human Resource Policies

6 References and Related Legislation

Local Government Act

Fair Work Act