

## Use of social media

As a Surrey County Council employee you should be aware that posting information or views about local government or politics in general may not be isolated from your working life, if you have identified yourself as an officer of the council.

If you have a personal account you are advised to abide by its terms and conditions and read the advice it offers on using their social site.

The personal image you project in social media may adversely reflect on the image of the authority. We recommend when you use social media that you remember our values: listen, responsible, trust and respect.

If you identify yourself as an officer of the Council, or if you can be identified as an officer of the Council, any communication that employees make in a personal capacity through social media must not:

- bring the organisation into disrepute or seriously affect public confidence in its ability to deliver effective services, for example by:
  - criticising the council's decisions and/or activities connected with your own work
  - criticising or arguing with customers, residents or colleagues;
  - breaching political restrictions and lobbying or canvassing members on your own behalf
  - using inappropriate language or abusive behaviour
  - making defamatory comments about individuals including Members or other organisations or groups; or
  - posting images that are inappropriate or links to inappropriate content;
- breach confidentiality, for example by:
  - revealing confidential information owned by the organisation;
  - giving away confidential information about an individual (such as a colleague or customer contact) or organisation obtained as an officer ; or
  - discussing the organisation's internal workings or its future business plans that have not been communicated to the public;
- do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:
  - making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age;
  - using social media to bully another individual (such as an employee of the organisation); or posting images that are discriminatory or offensive or links to such content.
- breach the council's Code of Conduct and the council's policies and procedures.

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