**Employee Online Social Media Policy**

The [hospital name] has a strict Internet and online social media policy. Unless specifically authorized by the Hospital Administrator to do so as part of your position as an employee, you are not permitted to blog or use other forms of social media or technology on the Internet during working hours. This applies to personal electronic and mobile devices, as well. These actions can include, but are not limited to:

* Video or wiki postings
* Personal or professional blog postings
* Chat room conversations
* Facebook updates
* MySpace updates
* Twitter updates
* YouTube searches and videos

The [hospital name] recognizes and encourages your rights to self-expression, and the use of social media on your own time. Please be aware of, and follow these professional guidelines for independent self-expression:

* Bloggers are personally responsible for their commentary.
* Employees cannot use the Internet to harass, threaten, discriminate against, or disparage other employees or anyone associated with the [hospital name]. Negative statements about [hospital name], its products and services, its team members, its clients, or any other related entity may lead to disciplinary action up to and including termination of employment. In addition, appropriate legal action may be taken if warranted.
* Employees who identify themselves, as employees of any of [hospital name] must state that the views expressed are their own and not those of [hospital name] or of any person or organization affiliated with [hospital name].
* Employees cannot post the name, trademark, logo, or any other privileged information associated with [hospital name] or any business connected to [hospital name]. This includes posting advertisements and selling hospital products.
* Employees cannot post photographs or videos of clients, vendors, other team members, suppliers, or people engaged in [hospital name] business or events without express written consent and authorization from the Hospital Administrator.
* Employees cannot link to [hospital name]’s internal or external websites without obtaining written permission.
* The [hospital name] reserves the right to use content management tools to monitor, review, and block content on hospital blogs and Web site pages that violates [hospital name] Internet and Social Media rules and guidelines.
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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_

I have read and understand [hospital name] Group Social Media Policy. I further understand that failure to comply with these rules and guidelines may lead to disciplinary action up to and including termination of employment and appropriate legal action, if warranted.

I agree to abide by these rules and guidelines as long as [hospital name] employs me.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_