

## Members' Social Media Code of conduct

By contributing to EHPA social media forums / groups you agree to abide by the code. All members are bound to comply with the code. Failure to comply may mean expulsion from the group at the discretion of the administrators.

The administrators of EHPA social media forums / groups will not be liable for members' actions. Any views expressed in these forums / group are those of the individual sender or poster.

### Sharing comments outside social media forums / groups

As EHPA social media forums / groups are private, invitation-only social networks you're encouraged not to share comments made within the group with those outside the group. However, sharing can't be prevented so you should assume that your post, comment or email may be seen by the person or company you're talking about – after all, it is a public forum.

### What you should and shouldn't say

The rule of thumb when communicating via social media or email is, 'If in doubt, don't say it.' Another useful question to ask yourself is, 'Would I say this to the person's face?' If the answer is no, then you shouldn't say it online either.

Like any work communication, what you say within the enterprise social network should be polite, respectful and not breach any legislation such as privacy, defamation, bullying or harassment. You're the representative for your organisation, so make sure you act professionally.

We encourage an open discussion in all EHPA social media forums / groups. Provided you're not breaking any laws, negative comments can be acceptable; just make sure you use facts instead of opinions. For example, instead of saying a new piece of legislation is so useless you'd rather go back to the previous one you should state the factual reasons why you find it problematic – for instance you find it difficult to carry out your duties because of new powers of entry.

### Personal opinions versus organisational positions

Clearly state when you're expressing your personal opinion so people know the statement isn't a fact. Posts should include, 'In my opinion...'

Make sure you don't undermine the organisations position, for example by expressing a personal opinion that's at odds with the EHPA official position.

### Applicable laws

Enterprise social networks, including those that are private or invitation only, are still subject to all laws. Particularly relevant laws include:

- privacy
- defamation
- intellectual property
- negligence
- harassment and bullying
- discrimination, including accessibility
- freedom of information

If a matter goes to court, the court or tribunal can give the other party in the legal proceedings access to relevant communications on the network.

Be aware that you can still be held liable even if you unintentionally breach legislation or laws.

Seek legal advice if you're not sure whether your comments will breach a law.