



Social Media Policy | Caron Equipment Inc.

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Author	J. Theriault
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About

This standard provides an overview of the minimum expectations for persons performing work on Caron Equipment business. Contractors must ensure their standards will meet or exceed the information in this document.

Pertinence

This document applies to all persons performing work for Caron Equipment Inc.

Responsibility

The functional responsibility for the development, review and maintenance of this document rests with the Health and Safety Manager.

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1.0 Introduction

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

2. Purpose and Scope

The purpose of this document is to establish a standard procedure and requirements to ensure that all reasonable steps are taken to assure persons are not releasing unendorsed media to the general public.

This procedure applies to Caron Equipment Inc., workers within its construction management purview, contractors and suppliers working on company business in the execution of their roles in the workplace.

3. Responsibilities

3.1 Senior Manager

Senior management will ensure an appropriate process is in place to assure compliance with this standard.

A Senior Manager shall;

- a. ensure this standard is formally issued to all employees and contractor(s) with clear expectations that all stakeholders must satisfy the requirements of this standard as a minimum
- b. ensure that this procedure is implemented as part of workplace activities that have been assigned to him
- c. provide competent and fully trained personnel and Supervision
 - a. ensure these requirements are incorporated within the workplace
 - b. ensure personnel are actively monitoring worksites and locations to provide verification and assurance through structured audits
 - c. provide necessary support to the program by giving advise as necessary and monitoring compliance
 - d. ensure these requirements are communicated to all site personnel through orientation, safety meetings, presentations, etc.
 - e. ensure that all employees and contractors are fully aware, understand and satisfy the requirements of this standard
 - f. retain documentation of training in this standard

3.2 Supervisor

The Supervisor shall;

- a. implement and enforce this standard
- b. ensure all tasks undertaken within his or her areas of responsibility consider, identify, and execute working practices that promote good safety
- c. intervene when company standards are not met
- d. carry out assessments and identify activities where there is risk
- e. ensure employees have been properly trained

3.3 Worker

A worker shall;

- a. participate in appropriate training programs
- b. follow this standard
- c. report contraventions to this standard

4. Compliance and Legislation

The Ontario provincial legislation will be the guidelines that Caron Equipment Inc. will comply with unless those regulations are in contravention of the acts, regulations, statutes, or codes in the jurisdiction or locality where the work is being performed.

5. Training

Our commitment to meeting the requirements in this standard requires support from all parties. Awareness training in this standard is provided in a way that best suits the duties of employees, volunteers and other staff members. All orientation sessions shall contain a copy of this standard in order to ensure all persons on Caron Equipment business have attested to reviewing this document.

6. Standard

The following principles apply to professional use of social media on behalf of Caron Equipment Inc. as well as personal use of social media when referencing Caron Equipment Inc.

Employees need to know and adhere to the Caron Equipment's Code of Conduct and Corporate Policy and Procedure Manual when using social media in reference to Caron Equipment Inc.

Employees should be aware of the effect their actions may have on their images, as well as Caron Equipment's image. The information that employees post or publish may be public information for a long time.

Employees should be aware that Caron Equipment Inc. may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Caron Equipment, its employees, customers and clients.

Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with their supervisor.

Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized Caron Equipment spokespersons.

If employees find encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor. Employees should get appropriate permission before you refer to or post images of company property and/or of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

Social media use shouldn't interfere with employee's responsibilities at Caron Equipment Inc. Computer systems are to be used for business purposes only. When using Caron Equipment Inc.'s computer systems, use of social media is not allowed (ex: Facebook, Twitter, and LinkedIn) and could result in disciplinary action.

Subject to applicable law, after-hours online activity that violates Caron Equipment Inc.'s Code of Conduct, Social Media Policy or any other company policy may subject an employee to disciplinary action or termination.

Employees are prohibited from publishing content after-hours that involves work or subjects associated with Caron Equipment Inc. without authorization.

11. References

Reference document	Association of certified fraud examiners
Location	https://www.acfe.com/uploadedFiles/ACFE_Website/Content/documents/sample-documents/sample-social-media-policy.pdf

12. Revision History

Revision no.	Revision Date	Summary of changes
0	February, 2017	Standard established