

External Social Media Policy

Introduction

This policy regarding the use of social media provides guidance for those who:

- Teach for the OMC.
- Train with the OMC.
- Volunteer for the OMC
- Contracted by or work on behalf of the OMC.

All of the above will be referred to in this document as 'You'.

'Social Media' will 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 all other sites and services that permit users to share information with others online.

Procedures

1. The following principles apply to professional use of social media on behalf of OMC, as well as personal use of social media when referencing OMC.
2. You commit to act within our Guiding Ethical Principle when using social media in reference to the OMC.
3. At all times, you are asked to be aware of the effect your actions may have on your image, as well as the OMC's image. The information that is posted or published may be public information for a long time.
4. The OMC may observe content and information made available through social media. You are asked to use your best judgment in posting material that is either inappropriate or harmful to the OMC, its employees and, more broadly, anyone who is connected or comes into contact with the OMC.
5. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary (claiming ownership of something protected by secrecy, patent, or copyright), harassing, libellous, or that can create a hostile environment.
6. You are not to publish, post or release any information relating to the OMC that is considered confidential or not for public knowledge. This includes sharing or distribution of OMC course or training materials. If there are questions about what is considered confidential, you should check with the OMC's Operations Manager via admin@oxfordmindfulness.org

7. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. You should not engage with such enquiries, instead these should be referred to the Operations Manager.
8. If you encounter a situation while using social media that threatens to become antagonistic about, or bring the OMC into disrepute, you should disengage from the dialogue in a polite manner and seek advice from the OMC.
9. Should you be in any doubt about whether a potential post or online content is inappropriate or harmful, you should refer to the OMC for guidance.
10. Any breach of the above may result in the application of the OMC's Disciplinary Policy and Procedures and may also result in legal action in redress.

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