

Facebook Workplace – Charter of Use



Facebook Workplace offers staff a way to communicate socially across the Hospice about work. In addition, it can support collaboration on projects.

Teams and individuals are encouraged to share news about what is going on in their teams, celebrate achievements and keep in touch with colleagues.

Although Workplace is for the Hospice's internal community, it is important to remember that care must be taken to ensure sensitive and confidential information, particularly details concerning those we care for and their loved ones, is not unnecessarily published or without permission.

As well as adhering to the charity's media policy, below are some guidelines that it is hoped everyone will respect.

Charter of Use – guidelines

- Always remember you're at work when using the platform, so tone must be polite and professional.
- Honour the Hospice's values.
- Respect everyone.
- The confidentiality of those we care for and their loved ones must be respected and protected at all times.
- All people will be treated fairly without discrimination or breach of their right to privacy.
- Joining Facebook Workplace is a decision for individuals. Not everyone will decide to use the platform.
- Always ask permission before posting images or updates about others.
- Consider the time you invest in using the platform, at work or home (If you use the app outside of work hours).
- Facebook Workplace is separate from personal Facebook accounts. The accounts are not linked and content is not shared between the two channels. If a member of staff chooses to post information they have shared on Facebook Workplace on their personal account they must do so in line with the existing media policy.
- All activity is monitored by the Marketing and Communications and HR Teams, if you have any concerns about any content posted on Facebook Workplace please contact them.
- If a person is unable to follow these guidelines, their invite to the platform will be removed and action may be taken.