

# External Social Media Policy

## Introduction

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

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

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.

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## Procedures

1. The following principles apply to professional use of social media on behalf of OMF, as well as personal use of social media when referencing OMF.
2. You commit to act within our Guiding Ethical Principles when using social media in reference to the OMF.
3. At all times, you are asked to be aware of the effect your actions may have on your image, as well as the OMF's image. The information that is posted or published may be public information for a long time.
4. The OMF 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 OMF, its employees and, more broadly, employees, and anyone who is connected or comes into contact with the OMF.
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 OMF that is considered confidential or not for public knowledge. This includes sharing or distribution of OMF course or training materials. If there are questions about what is considered confidential, you should check with the OMF's Chief Operating Officer
7. via [admin@oxfordmindfulness.org](mailto:admin@oxfordmindfulness.org)
8. 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 Chief Operating Officer.

9. If you encounter a situation while using social media that threatens to become antagonistic about, or bring the OMF into disrepute, you should disengage from the dialogue in a polite manner and seek advice from the OMF.
10. Should you be in any doubt about whether a potential post or online content is inappropriate or harmful, you should refer to the OMF for guidance.
11. Any breach of the above may result in the application of the OMF's Disciplinary Policy and Procedures and may also result in legal action in redress.