



**GLOOSCAP·KLUSKAP**  
VENTURES

**Social Media and Internet Policy**

## **1. PURPOSE**

1.1 The purpose of this policy is to define the goals, purposes and standards to ensure Glooscap Ventures employees use the Internet in a productive, safe and responsible manner.

Knowledge, and the technology that enhances, shares and disseminates it, is key to the purposes and sustainable success of Glooscap Ventures. As a knowledge-based corporation we want our employees to;

- Be mindful and fluent in the use of digital and networking technologies,
- Be interested and open to learning new ways to apply these technologies in their work,
- Be interested to share their knowledge and facility in the use of these technologies with Glooscap members and other First Nations' collaborators,
- Participate in approved-training and learning experiences in the use of these technologies so Glooscap Ventures can set a high standard of excellence in how a First Nations' organization deploys these powerful information technology tools.

## **2. STATEMENT OF CORE PRINCIPLES**

2.1 Technology and equipment owned by Glooscap Ventures is intended for business purposes. All online activities are subject to monitoring, including sites visited.

2.2 It is inappropriate for employees to access non-work related web-sites, including the following:

- Adult / pornographic sites
- Gambling and gaming sites
- Personal and dating sites
- Sites promoting intolerance and hate
- Illegal sites, or sites promoting illegal activities, including child pornography

## **3. INTERNET AND SOCIAL NETWORKING USE DURING WORK HOURS**

3.1 Employees may use the internet and social network sites (e.g., Facebook, MySpace, Twitter, YouTube, LinkedIn, etc.) during breaks, in accordance with the following rules:

- a) It is considered inappropriate for employees to blog about or post any insulting, disruptive, offensive, defamatory or harassing information concerning any other employee, client or other person associated with Glooscap Ventures or the Glooscap First Nation Band Council and employees. Employee grievances, complaints or issues with any other employee, customer, or other person associated with Glooscap Ventures

or the Glooscap Band Council and staff must never be the subject matter of messages sent, or posted, by an employee on a social networking site. Such grievances, complaints or issues should be addressed internally, through communications with supervisors, or the Chief Executive Officer.

- b) It is considered inappropriate for any employee to post any confidential information obtained as a result of their employment with the Glooscap Ventures, including information related to other employees, clients, finances, research, operational methods, plans and policies of Glooscap Ventures.
- c) It is considered inappropriate for an employee to hold themselves out on a social networking site, or on any other Internet site, as representing the views, opinions or position of Glooscap Ventures or the Glooscap First Nation Band Council on any matter, without clear authorization to do so from the Chief Executive Officer of Glooscap Ventures.

3.2 The Chief Executive Officer may take away the privileges of using the internet and / or social networking sites within any sector or department where they are found to impact workplace performance.

#### **4. INTERNET AND SOCIAL NETWORKING USE OUTSIDE WORK HOURS**

4.1 Employee use of the internet social networking sites outside work hours are subject to the same restrictions that apply to employee use of social networking use during work hours set out in Section 3(a), (b) and (c) above.

#### **5. CONSEQUENCES FOR BREACHING THIS POLICY**

5.1 Breach of this policy can result in workplace discipline, up to and including termination, where circumstances warrant.

#### **6. CONFIRMATION OF ACCEPTANCE OF THIS POLICY**

All employees of Glooscap Ventures who have been granted the right to internet access are required to sign and date below in order to confirm their understanding and acceptance of this Policy.

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Employee Name (Please Print)

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Employee Signature

Date

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Witness Signature

Date