

Conduct Outside Work

Guidelines

Human Resources

Approved at NLL Board June 2011

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**Employees should be aware that inappropriate behaviour or conduct outside work can have a bearing on their employment, particularly when it affects the reputation of the organisation and may be taken into account by North Lanarkshire Leisure in terms of our Disciplinary Policy. In particular the following must be observed.**

1. Criminal Offences

If an employee is charged with committing a crime which could be considered to impact on their employment then he or she is required to notify their Line Manager, without delay, of the nature of the charges and the details of the allegations. Examples of this are drug offences, sexual offences, crimes of violence, crimes of dishonesty and driving offences where the job involves the use of a car or NLL vehicle.

It should be noted that other conduct outside working hours which could bring North Lanarkshire Leisure into disrepute or which is related to employment with North Lanarkshire Leisure, for example, disagreements with colleagues or conduct at staff social events, may be taken into account under NLL’s disciplinary policy.

1. Social Networking Websites

The use of online social networking sites (for example facebook, twitter, wikis or blogs) has grown significantly and become a major part of life for many people. These sites can provide a positive way to keep in touch with family, friends or colleagues, however, it is important to ensure that the informal nature of these sites does not give rise to professional, ethical or reputational concerns with regard to North Lanarkshire Leisure employees, even outwith working hours.

It is important that employees are aware of the potential problems that can occur from the inappropriate use of social networking sites at home, on mobile phones or other equipment. Accordingly, no employees are permitted to access social networking sites during work hours (apart from during rest breaks) or by using North Lanarkshire Leisure’s computer or internet facilities. Social networking sites will be monitored and anything which could be interpreted by North Lanarkshire Leisure as being inappropriate and directly or indirectly related to NLL or its employees will be investigated.

The following guidelines should be applied when using social network sites. No pictures, links, videos, information or comments should be placed on sites which could directly or indirectly;

* Discredit services provided by North Lanarkshire Leisure.
* Discredit North Lanarkshire Leisure as an employer.
* Portray North Lanarkshire Leisure or any of its employees in an inappropriate manner.
* Breach Confidentiality.
* Breach Trust or Ethics
* Constitute harassment of an individual or group
* Constitute defamation of character.

### Be otherwise inappropriate, offensive, insulting, disrespectful, intimidating or abusive towards NLL or any of its employees, officers, customers, suppliers, business partners or other stakeholders. Employees must not post anything related to such persons or organisations without their written permission.

* Breach any of North Lanarkshire Leisure’s other policies such as our policies relating to Data Protection, computer and internet use, equal opportunities or bullying/dignity at work.

Staff may be required to remove postings which are deemed by North Lanarkshire Leisure to constitute a breach of this policy. Failure to comply with such a request may, in itself, result in disciplinary action.

### If an Employee discloses his or her affiliation as an employee of North Lanarkshire Leisure, he or she must also state that his or her views do not represent those of North Lanarkshire Leisure.

### If an Employee sees content in social media that disparages or reflects poorly on our organisation, employees or our other stakeholders, he or she must report this as soon as possible to his or her line manager. All staff are responsible for protecting our business reputation.

**Any breach of this policy may result in disciplinary procedures being invoked which, in serious cases, will be considered as gross misconduct which could result in dismissal.**