**Workplace by Facebook**

**Edinburgh Napier University Guidance Notes**

These guidelines apply to all users of Edinburgh Napier University’s Workplace by Facebook platform, and apply regardless of whether Workplace by Facebook is accessed using the University’s IT facilities and equipment or personal equipment belonging to staff.

The University has developed these guidelines in order to protect the University, its staff and student community, and provide clear guidelines for usage for line managers and staff.

A breach of these guidelines may result in the commencement of disciplinary action, in accordance with the University’s Disciplinary Procedure. Disciplinary action may be taken regardless of whether the breach is committed during working hours.

By signing up to use Workplace by Facebook, users also agree to the [Workplace by Facebook Terms of Service](https://work.facebook.com/work/legal/Workplace_Standard_Terms/?show_chrome=false), [Privacy Policy](https://work.facebook.com/legal/Workplace_Standard_Privacy/) and [Acceptable Use Policy](https://www.facebook.com/legal/FB_Work_AUP).

**An environment of dignity and respect**

Edinburgh Napier University promote an environment where dignity and respect are of paramount importance. The University has a number of policies in place to ensure its statutory obligation to protect its staff and students. These also apply on our Workplace by Facebook platform.

Any misuse of Workplace by Facebook should be reported to the relevant University Line Manager or via [Lorne Grant](mailto:l.grant2@napier.ac.uk), Internal Communications. Staff must not post inappropriate, defamatory or political statements. This includes posting content that has the sufficient potential to or does bring the University into disrepute, or reflects negatively on the University’s staff or students.

Even if a staff member makes it clear that their post includes their personal views on a topic and do not represent the views of the University, these comments could still damage the University’s reputation.

Staff may be required to remove Workplace by Facebook posts which are deemed to constitute a breach of this. Failure to comply with such a request may result in the commencement of disciplinary action, in accordance with the University’s Disciplinary Procedure.

For the avoidance of doubt the University has the right to monitor, intercept and review information posted on its systems, which includes Workplace by Facebook.

**Use Workplace by Facebook to…**

* Stay connected to what’s going on at the University
* Have a voice, and multi-way conversations with colleagues across our campuses
* Engage directly with colleagues throughout the University
* Collaborate across teams, identifying and solving issues
* Gather candid real-time feedback on projects/change
* Communicate with colleagues in different locations in a way that better collates multiple responses than email

**Perfect posting**

* Make sure your post is read by the correct audience by posting to the right Workplace by Facebook group – check out the group’s description on the group’s Workplace page
* Keep all posts relevant - Workplace is built for business, not leisure
* Do not post comments about sensitive or confidential University topics
* Do not post images of their colleagues or students without prior consent
* Tag colleagues in posts by adding their Workplace name – for example, @LorneGrant – so they are notified about the post

Workplace by Facebook is not to be used for the purposes of processing personal data or confidential business information and subverting other established records management systems and policies e.g. [Records Management Policy](Records%20Management%20Policy), [Data Protection Policy](Data%20Protection%20Policy) and [Information Security Policies](Information%20Security%20Policies).

For further guidance on Workplace by Facebook, refer to the [Privacy Notice](https://staff.napier.ac.uk/PolicyAdministration/HomePageAdmin/Documents/Workplace%20by%20Facebook%20Privacy%20Notice.docx).

Post:

* Key messages – what your colleagues really need to know
* Successes and what’s going on in your team or at your campus
* Thank yous – a public way to recognise who is doing a good job
* Opportunities and events your colleagues might be interested in
* Questions – tap into a wealth of expertise and knowledge to get feedback, opinions or support on issues from colleagues across the University
* Ideas to make the University an even better place to work, to see what others think or to find out who can make it happen

**Workplace by Facebook tips**

* Log on to Workplace by Facebook via the internet on your University PC or laptop – or via the Workplace app for iOS and Android
* Workplace by Facebook is built for business, therefore reasonable access to Workplace is permitted during working hours
* Add a profile picture to your account
* If you wish to create a new Workplace by Facebook group, click the settings wheel at the top of the page and select ‘Create group’

If you have a question about Workplace, click the ‘Help’ button or contact [Lorne Grant](mailto:l.grant2@napier.ac.uk), Internal Communications.