

Tender Care Medical Services, Inc.
Policy & Procedures

Title: Social Media Websites

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Originating Department: Human Resources

Approved By: 

POLICY:

Employees who post information on personal internet blogs, networking platforms, message boards, podcasts and social media websites, such as, but not limited to, Facebook, Twitter, Instagram, Pinterest, You Tube, LinkedIn etc., may not have a reasonable expectation of privacy in what they say, do or post. In certain circumstances, Tender Care Medical Services, Inc. (TCMS) may have a legitimate business concern resulting from an employee's outside/off- duty activities that may be considered disruptive to TCMS business.

When posted on internet sites, information that may be considered disruptive to TCMS mission, values includes, but is not limited to, threats of harassment or violence; references to the on-going, illegal drug use or other illegal activities; references to a non-disclosed conflict of interest; sexually explicit material; racist or other discriminatory remarks; disclosure of confidential information or proprietary information belonging to TCMS; disclosure of confidential patient information, including digital images of patients with or without patient identifiers; use of TCMS name or logo without permission; and representing personal opinions as those of TCMS.

The creation or approval of any profiles, pages, etc., on any social media outlets that are reflective of TCMS is the sole responsibility of the Marketing Department. If you have any questions about this policy or your social media posts, immediately contact the Marketing Department at 352-683-6895 extension 124.

Violations of this policy may be reported by calling the Marketing Department or anonymously calling the Compliance Hotline at 888-388-9007.