

Social Media Screening Assessment

SAMPLE

Assessing a Policy Violation

The purpose of this form is to assist in the creation of a documented hiring policy guideline as it pertains to the flagged content found on the Social Intelligence Report™. Referring to your company's specific policy and making appropriate adjustments is advised. This is only a sample.

Below you will find 5 policy examples that may align with the content found on the Social Intelligence Report™. Each hit can be assessed on a scale of 0-5 for each category. A guideline for assessing each hit are:

N/A=Not Applicable

1 = low risk/no policy violation

2 = some risk

3 = risky/policy violation

4 = very risky

5 = egregious risk/disqualifying

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Policy Examples:

Workplace harassment policy sample

A Workplace Harassment Policy may also be referred to as an Anti-Harassment, Employee Harassment, Sexual Harassment or Racial Harassment Policy.

Harassment includes bullying, intimidation, direct insults, malicious gossip and victimization. Examples of harassment:

- Sabotaging someone's work on purpose.
- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious beliefs.
- Starting or spreading rumors about a person's personal life.
- Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (e.g. bringing coffee) against their will.

Examples of a potential harassment violation could likely be found under the following Social Intelligence Report™ filters:

Demonstrations of Racism/Intolerance

Potentially Violent

Sexually Explicit

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Violence in the workplace policy sample

Workplace violence refers to physical acts of violence or threats to harm a person or property. Abusive behaviors, whether verbal, psychological or physical, are also considered violence. More specifically:

- Verbal abuse can be using unwelcome, embarrassing, offensive, threatening or degrading language.
- Psychological abuse is an act which provokes fear or diminishes a person's dignity or self-esteem.
- Sexual abuse is any unwelcome verbal or physical assault.
- Intimidating or bullying others
- Abusive language
- Physical assault
- Threatening behavior
- Concealing or using a weapon
- Sexual or racial harassment

Examples of a potential harassment violation could likely be found under the following Social Intelligence Report™ filters:

Potentially Violent

Potentially Illegal

Sexually Explicit

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Employee social media policy sample

“Social media” refers to a variety of online communities like blogs, social networks, chat rooms and forums. This policy covers all of them. Consider two different elements: using personal social media at work and representing the company through social media.

- Use their common sense. If employees neglect their job duties to spend time on social media, their decline in productivity will show on their performance reviews.
- Avoid any defamatory, offensive or derogatory content. It may be considered as a violation of our company’s anti-harassment policy, if directed towards colleagues, clients or partners.

Examples of a potential harassment violation could likely be found under the following Social Intelligence Report™ filters:

Demonstrations of Racism/Intolerance

Potentially Violent

Potentially Illegal

Sexually Explicit

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Employee internet usage policy sample

Employee internet usage policy outlines guidelines for using the company's internet connection, network and equipment. The purpose is to avoid inappropriate or illegal internet use that creates risks for the company's legality and reputation.

- Visit potentially dangerous websites that can compromise the safety of our network and computers.
- Download or upload obscene, offensive or illegal material.
- Zero tolerance of data breaches – both sensitive internal information and private client data. Under no circumstances should data of this sort be shared on social media for any purpose.

Examples of a potential harassment violation could likely be found under the following Social Intelligence Report™ filters:

Demonstrations of Racism/Intolerance

Potentially Violent

Potentially Illegal or Sexually Explicit

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Substance abuse company policy sample

This policy establishes safeguards against drug and alcohol abuse to ensure a safe and healthy working environment. Substance abuse imposes a burden on those caught up in the abuse, but also on their co-workers. It may lead to poorer job performance and accident risks. To mitigate these risks, a substance abuse policy is outlined to prohibit the use, possession or sale of drugs on company premises and strictly regulate the consumption of alcohol.

- Possess, use or be under the influence of alcohol, inhalants or drugs. You can consume alcohol in moderation while in approved business meetings or social gatherings.
- Sell, buy, transfer or distribute drugs or drug paraphernalia.
- Use prescription drugs (e.g. medical marijuana) while working or being on company premises.

Examples of a potential harassment violation could likely be found under the following Social Intelligence Report™ filters:

Potentially Illegal

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