



**MOBILE PHONES & SOCIAL MEDIA  
POLICY**

# Medic Now

## Mobile phones & social media policy

### About this policy

This policy is in place to minimise the risks to the business of Medic Now and our clients through use of social media.

This policy deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter/X, Google+, Wikipedia, Whisper, Instagram, Vine, Tumblr, Tik-Tok and all other social networking sites, internet postings and blogs. It applies to use of social media for business purposes as well as personal use.

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### Use of personal phones

Phones are not to be used for personal calls, or amusement during your hours of work whilst you are on duty. Workers should only access their mobile phones during break times and have it switched off or on silent when they are on duty. Workers should also refer to our client's individual rules on mobile phones use.

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### Compliance with related policies and agreements

Social media should never be used in a way that breaches any of our other policies. If an internet post would breach any of our policies in another forum, it will also breach them in an online forum. For example, you are prohibited from using social media to:

- Breach our obligations with respect to the rules of relevant regulatory bodies
- Breach any obligations contained in those policies relating to confidentiality
- Breach our [Disciplinary Policy](#) or procedures
- Breach our [Equal Opportunities Policy](#)
- Breach our [Data Protection Policy](#)
- Breach any other laws or regulatory requirements

Workers who breach any of the above policies will be subject to disciplinary action up to and including termination of their engagement with Medic Now and our clients.

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### Personal use of social media

Occasional personal use of social media during working hours is permitted so long as it does not involve unprofessional or inappropriate content, does not interfere with worker's responsibilities or productivity and complies with this policy however, workers should refer to the rules of our individual clients for specific regulations of mobile phone and social media use during working hours. For example, a client may require that phones are kept in lockers and never taken out during shift.

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### Prohibited use

Workers must avoid making any social media communications that could damage the business interests or reputation of Medic Now or our clients, even indirectly.

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Workers must not use social media to defame or disparage Medic Now or our Clients, our staff or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate colleagues or third parties.

Workers must not post comments about sensitive business-related topics, such as Medic Now or our client's performance, or do anything to jeopardise trade secrets, confidential information and intellectual property of Medic Now or our clients. Workers must not include the logos or other trademarks of Medic Now or our clients in any social media posting.

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### Guidelines for responsible use of social media

- Workers should make it clear in social media postings, or in their personal profile, that they are speaking on their own behalf
- Be respectful to others when making any statement on social media
- Do not share confidential patient information online
- Use social media with caution i.e if you are not sure whether a post is appropriate, check with your recruiter
- Think before posting!

If used responsibly and appropriately, social networking sites can offer several benefits for all. This includes:

- Building and maintaining professional relationships
- Establishing and accessing support networks and being able to discuss specific issues, interests, research and clinical experiences with other healthcare professionals globally
- Being able to access resources for continuing professional development

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### Recruitment

We may use internet searches to perform due diligence on candidates. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

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### Breach of this policy

Breach of this policy may result in disciplinary action up to and including the immediate termination of engagement with Medic Now.

Workers may be required to remove any social media content that we consider to constitute a breach of this policy. Failure to