



Welcome to Workplace at Beacon! Terms of Service

Beacon Health System | Workplace TERMS OF SERVICE

All Beacon Health System associates new to Workplace by Facebook are required to acknowledge that they have read, understood and accept the terms and conditions below when signing up. In addition, when using Workplace, associates will be subject to any posted guidelines or rules applicable to such services that may be posted and modified from time to time. Beacon Health System reserves the right to change these Terms of Service at any time with or without notice.

Overview

Beacon's Workplace by Facebook service (the "Service") provides you with the ability to internally communicate with other Beacon associates in a similar way in which you communicate with your friends through social media. The Service is entirely separate from your personal Facebook account.

The Service is provided by Beacon to give its associates the opportunity to participate in an internal social networking site. Participation on or use of the Service is voluntary and is not a requirement of your employment. Use of Workplace by Facebook represents your agreement to these Terms of Service. **If you do not agree to abide by these terms of service in their entirety, please do not use this site.**

Even though the Service is an internal social media channel, there are certain basic rules that should be followed that are similar to typical social media channels. The goal of these rules is to ensure that the Service is used in a manner that is respectful of others' rights and opinions and a productive and safe environment for all participants. Also, the tool should be used in a manner that protects Beacon Health System, the protected health information of its patients, client trade secret information or other sensitive data.

The Service is made available for individual use related to your employment on behalf of Beacon Health System. The Service is intended for the internal discussion of Beacon-related business matters, and is not intended for use in connection with personal matters. Remember the Service **is for internal use only**. Please obtain permission from the sender/poster if you would like to utilize any information from the Service with a client or post publicly.

The Service is hosted from the United States. If you are located outside of the United States, by using the Service you are consenting to the transfer of any information

you input into the Service (including your personal data) to the United States for processing.

Legal Information and Intellectual Property Rights

Users assume all knowledge of applicable laws and are responsible for compliance with any such laws. Users may not use the Service in any way that violates applicable state, federal, or international laws, regulations, government requirements or Beacon Health System policies and procedures. Site users are prohibited from “borrowing” someone else’s login credentials to view/use this site. Misuse of the Service and/or violation of these Terms of Service and related guidelines may result in disciplinary action, including in appropriate cases, suspension or termination.

By uploading any information, images, documents or other material on the Service, you represent and warrant that you/Beacon Health System have the right or have been granted the right by the owner of the material to use and publish the material throughout the Beacon Health System organization. This site may not be used to distribute copyrighted material.

As with all Beacon Health System computer resources, users should have no expectation of privacy with respect to the use of the Service.

All content published to this site becomes the intellectual property of Beacon Health System.

Any subject matter or related documents that are subject to a legal hold notice (i.e., subject to a legal matter or litigation) shall not be discussed or posted using the Service.

Disclaiming Accuracy of Information

This site and its components are offered for informational purposes only and may include content posted by individuals other than Beacon Health System corporate officials. Beacon Health System shall not be responsible or liable for the accuracy, usefulness, safety or availability of any information transmitted or made available via the site and shall not be responsible or liable for any error or omissions in that information.

Content Standards

Beacon Health System encourages the users of the Service to express themselves and their point of view through the Service. Just to be clear, there is certain content that is inappropriate for the Service, including content deemed at Beacon Health System’s sole discretion to be:

- Libelous, defamatory, derogatory, demeaning, malicious, abusive, offensive, or hateful towards any individual or group (including clients or competitors);
- Obscene, profane, pornographic, or sexually explicit;

- Depicting graphic or gratuitous violence;
- Making threats of any kind or intimidating, harassing, bullying or showing disrespect for anyone;
- Violating the intellectual property, privacy or publicity rights of another; or
- Violating any company policy
- Associates may not use Workplace as a forum for the sale, trade, barter or offering of any personal merchandise, products, services, pets, etc.

Facebook's terms and policies https://fb.facebook.com/legal/FB_Work_Terms also apply to your use of the Service.

Reporting Misuse

Posts to Workplace that are in violation of these Terms of Service or Beacon Health System policy should be reported using either the site's reporting feature or by sending a communication to Beacon Health System's Privacy or Information Security officials.

If you have any questions concerning these guidelines, please contact Maggie Scroope at mscroope@beaconhealthsystem.org.

Beacon Workplace Standards of Behavior

To maintain a harmonious community, it is important for us to adhere to acceptable standards of behavior:

1. **Never post or message any patient information on Workplace.**
2. For points not covered below, refer to the Beacon Standards of Conduct, Beacon Mutual Respect Policy, Beacon Anti-Harassment Policy, Beacon Fund Raising Policy and/or Beacon Social Media Policy for further guidance, if needed.
3. Solicitations for support (including, but not limited to: cash gifts, pledges, in-kind gifts or services, grants, etc.) are not permitted on Workplace by Facebook. Per Beacon policy, all fundraising activities must benefit Beacon Health System, as well as a select number of pre-approved entities. For questions, please contact Beacon Health Foundation at 647.3334.
4. Be respectful, courteous, and civilized to everyone. Do not attack, troll, or harass others. Do not use inappropriate language, swearing or vulgarities.
5. Take care not to post anything that may be offensive to a particular race, gender, gender identity, nationality, ethnicity, disability, religion, cultural background, sexual orientation, any other legally protected characteristic, or political leaning.
6. If somebody harasses you, resist the urge to respond; instead, report the abuse.
7. If you are upset, wait and calm down before posting anything.

8. Double-check before tagging anyone. Do you really need to reach each and every member of the group, or just select members?
9. Keep your comments and posts concise and to the point.
10. There is almost never a good reason to use CAPITAL LETTERS. They are equivalent to shouting in face-to-face communication.
11. Read your content carefully before posting. Check for errors as well as tone and words that could be misunderstood. Your posts reflect on your professionalism, so always put your best foot forward.
12. The rules against plagiarism apply on Workplace by Facebook as well. Do not use somebody else's content or idea and claim it as your own.
13. Do not assume your colleague has read your post until they have acknowledged it. If it is an urgent matter, it may be best to call.
14. Never share your username and password with anybody else. You are responsible for anything posted in your name.
15. Never store sensitive information such as credit card numbers and passwords on Workplace by Facebook.
16. Keep your user profile updated, especially your contact information, so colleagues can reach you when necessary.
17. Never use Workplace by Facebook for illegal activity.