

P I T T S B U R G H

# BUSINESS TIMES

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## *ask the* LEGAL ♦ PROFESSIONALS



### SOCIAL MEDIA

**Q** What do I do if I find out my employees are shopping online during the holidays?

**A** This is a difficult question because no one wants to be a scrooge, but businesses need to maintain productivity. First, an employer needs to have a current policy that addresses internet use, with specific details about if and when employees may access the internet during the workday and whether certain sites are prohibited. This brings into play the company's social media policy which may prohibit access to certain social media sites from work computers. Next, the employer must effectively communicate the policies to the employees. Once you have clear policies established and you have effectively communicated them to your staff, then it is much easier to take disciplinary action against employees who violate the policies. This shopping season might present a good opportunity for employers to remind their employees about their internet and social media policies and make sure they understand exactly what is and is not permitted.

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