



बैंक ऑफ बड़ौदा *Bank of Baroda*

BCC:BR:111/624

November 28, 2019

CIRCULAR TO ALL BRANCHES/ OFFICES IN INDIA & ABROAD.

Issued by,
Strategic HRM Deptt, BCC, Mumbai

Madam/ Dear Sir,

Re : Bank's Social Media Policy for Employees – Use of Social Media.

We refer to the Bank's Social Media Policy for Employees and also our recent circular No. BCC:BR:111:390 dated 5.8.2019 enumerating the 'Dos' and 'Don'ts' of Bank's Social Media Policy for necessary observation and compliance by all employees in matters pertaining to the Bank or connected to persons/ incidents in the Bank.

However, instances are observed where few employees have been found expressing views which are indecent, derogatory, un-parliamentary and at times vulgar in language. It is also observed that confidential and internal communication of the Bank is being shared on various platforms of social media including WhatsApp etc.

It is, therefore, once again reiterated that wherever breach of policy is noticed in respect of any employee, it will be forwarded to the concerned Disciplinary Authority for the employee who breached the policy guidelines, for appropriate action. It may also be carefully noted that circulars, policies and internal/ confidential information are internal documents of the Bank and are meant for internal circulation only within the Bank. Any internal circular/ communication/ letter which is meant for internal circulation or addressed to internal people within the Bank should not be circulated in social media/ Whatsapp groups / twitter handles which go in circulation outside the Bank. **Any sender of such communication (even if he or she is not the originator of the message and has only forwarded a post received from some other source) shall be held responsible and liable for disciplinary action for violation of the Social Media Policy of the Bank.**

Please also ensure that your post or forward or discussion is not derogatory, immoral, unparliamentary or against the organization/ Bank/ any individual or against the Government/ any constitutional body. The post/ forward/ comment, must also not be provoking/ instigating people to commit any act(s) which do not fall under proper behavior/ conduct norms/ guidelines or are illegal or criminal in nature. **If any provocative post is linked directly or indirectly to the commission of any such untoward act(s) or events which is illegal or criminal or against conduct rules/regulations, then the person making the post/ comment on social media shall be held accountable and responsible.**

Ignorance of the policy or its guidelines also cannot be allowed as an excuse to breach the Social Media Policy.

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As a worthy practice of following the laid down code of conduct and all other policies and service conditions, Barodians are, therefore, advised to exercise good sense of judgement in their use of and handling social media. Please note that breach of this policy is a serious matter and is not acceptable and can invite disciplinary action under provisions of 'Bipartite Settlement dated 11.4.2002 and Bank of Baroda Employees' (Discipline & Appeal) Regulations, 1976, as deemed fit.

Therefore, all Barodians are advised to be mindful of the Universal Social Media rule, 'Mind your Content and Language at all times'.

Kindly bring the contents of this circular to the notice of all staff members concerned.

Yours faithfully,

(JOYDEEP DUTTA ROY)

GM & HEAD (STRATEGIC HR & HR INTEGRATION)