

## Document 1

### HOW SOCIAL MEDIA CAN GET YOU FIRED

Before you "like" your friend's status update, consider whether your boss will like all the time you are spending on Facebook. [...]

In fact, 28 percent of employers report that they've fired people for using the Internet for non-work-related activity during the workday and 18 percent have dismissed employees because of something they posted on social media. [...]

More important than how much time is spent on social media networks is how it is spent. It may only take one thoughtless post or tweet to ruin your reputation and damage your career — regardless of when it's published.

Whether using social media in the workplace or not, it's important to keep your personal brand appropriate and make sure what you post is something you'd feel comfortable with your employer seeing. Only say or share things online that you'd be comfortable saying or sharing with your boss and colleagues in person. It is recommended to be cautious about whether to friend co-workers on Facebook and not to befriend your managers online at all. And be sure to keep your privacy settings tight. [...]

Disrespectful behavior — whether displayed online or off — is still what is most likely to get you fired. Facebook, Instagram and Twitter aside, you're much more likely to get sacked for being chronically late for work than for anything you do on online.

*Adapted from www.cnbc.com, 5 Feb., 2016*

## Document 2



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