

# Yammer and Teams Messaging: Information Management Code of Use

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**Audience:** Defra, APHA, CCC, EA, MMO, NE, RPA

## Contents

Contents .....	1
Introduction to Yammer and Teams Messaging .....	1
Code of Use.....	1
Staff are expected to apply professional standards .....	2
Supporting Documentation: .....	3

## Introduction to Yammer and Teams Messaging

Yammer and Teams Messaging are user led platforms to share workplace news and ideas, to raise awareness for initiatives and collaborative opportunities. They facilitate conversations across organisational, departmental, and geographical boundaries. All users are personally and legally responsible for the content they create and for reporting content they consider contravenes the Code of Use. By content, we mean anything that can be posted e.g., text, images, GIFs and videos.

## Code of Use

When using Yammer and Teams Messaging there are user policies and principles with which everyone is expected to comply. Failure to do so could be considered as misuse.

Before writing a post, you need to consider whether the content:

- Is consistent with the [Defra Group Principles for Communication 2022](#), [Principles of Communication within Defra Group - EA](#) and [Principles of Communication – NE](#).
- Is consistent with the [Civil Service Code](#), [EA – Code of Conduct](#), [NE - Staff Code of Conduct](#) and [MMO – Staff Code of Conduct](#)

- Undermines the all-staff right to work in an environment free of harassment or discrimination as outlined in the Equality Act 2010
- Is suitably classified for the platform:
  - Yammer is classified up to 'OFFICIAL'. Information that is 'SENSITIVE' should not be shared on Yammer
  - Teams is approved for information up to 'OFFICIAL-SENSITIVE'
- Will deliver benefit for the organisation or for colleagues
- Has the potential to cause reputational damage to the organisation
- Could have a negative impact on your colleagues, be considered a personal attack, offensive, tasteless or be perceived as bullying, harassment, or discrimination. Always consider how your post may be received

**! Important:** Protect yourself, colleagues, and our customers by respecting their privacy. Do not create or share content on Yammer or Teams Messaging that could be classed as personal information without their permission.

Before writing a post, you need to be aware:

- Who has access. In Yammer over 20,000 people could see what you have posted
- Yammer and Teams Messaging are not platforms to comment on government practices or any political events or policies
- The misuse of Yammer or Teams Messaging could lead to disciplinary action
- Yammer posts will be removed if found to be in contravention of the Code of Use
- In accordance with [Defra Group – Acceptable Use Policy](#), Defra group reserves the right to monitor all facilities and ICT systems
- Yammer and Teams Messaging are not repositories for decision making
- Copies of posts must not be taken or shared in any format

**! Important:** Information in Yammer and Teams Messaging can be searched for Freedom of Information, Environmental Information Regulations and Subject Access Requests.

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## Staff are expected to apply professional standards

At all times:

- Be polite
- Be professional
- Be accurate
- Respect the work of your colleagues
- Target your posts appropriately

DO NOT use Yammer or Teams to:

- Air grievances
  - Air points which could offend or accuse
  - Share personal data
  - Contravene user policies
  - Dis-inform
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## Supporting Documentation:

1. [MS Teams and KIM Guidance](#)
  2. [MS Teams User Support](#)
  3. [Government Security Classifications](#)
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